

A guide for parents

Transfer to Secondary School 2020/21

This booklet is for pupils
entering Y7 for the first time.

**You must apply by
31 October 2019**

Save Time - Apply online

The Secondary Admissions Team
can be contacted on
(0114) 273 5790 or by email at
ed-admissions@sheffield.gov.uk

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Introduction

Next year your child will be moving to secondary school. It is natural that you should find this an anxious time, as you will want to make the right decision in the best interests of your child.

This Guide applies to all community, voluntary aided, foundation trust, schools and the Academies in Sheffield and is designed to explain the procedures for applying for a secondary school place for your child.

Please read through the Guide, so that you understand what will be happening and when. If you are unsure about any part of the process, there are several places you can ask for help. These are listed in the Guide.

To contact Secondary Admissions, please call 0114 273 5790 or email ed-admissions@sheffield.gov.uk. For more information about how to contact Secondary Admissions, see page 84.

Admissions – Top Tips

A high number of parents are offered a place at one of their preferred secondary schools. To help you through the system we have produced the following top tips as a result of experience in previous years:

1. You must apply online, or complete a Common Application Form (CAF)

If you do not submit an application your chances of being allocated a place at a school you prefer, will be limited. If you do not apply for a school place the Admissions Team will allocate a school for your child. Places are not “reserved” at your catchment area school. If you do not make an application, you will not be offered a place.

2. Complete the Form by 31 October 2019 or apply on line by 18 October 2019

We will receive over 6,000 applications for entry to Secondary School in September 2020. If you apply late, your application will be considered after all others so you will have less chance of obtaining a place at your preferred school.

3. Be realistic in expressing your preferences

You are free to apply for whichever school(s) you wish. You are strongly advised to read the information in this booklet about outcomes in previous years although there is no guarantee that outcomes will be the same as in past years. Admissions staff are available at open evenings to ask for advice. You need to work out where you are on the list of priorities for entry for any school you wish to consider. Please make informed choices.

4. Remember, whilst you can apply for any school, that does not mean that your child will receive a place there

If a school is oversubscribed we have to apply the oversubscription criteria which are provided on page 8 of this booklet. These criteria determine which children have priority for admission, please read and understand them. If you are applying for a Church Aided school their criteria are also contained in the booklet.

5. Make sure you know who is making the decision about admissions

For Community Schools the City Council makes the decision. For Voluntary Aided (Church), Trust, Foundation Schools and Academies it is the Governing Body.

6. Consider your options carefully

The Authority cannot advise you to apply for your catchment area school. If you do not include your catchment area school as one of your preferences and you are unsuccessful in obtaining a place at another school, you will not be automatically offered a place there. If for example your catchment school has become full with pupils whose parents applied there, you may be offered the nearest school to your home address that has available places. This may be some distance away. You may wish to consider applying for your catchment school as your second or third preference.

7. Select three different schools

You are strongly advised to use all three preferences. Selecting a second and third preference does not weaken your first preference, it does however give you a possible fall back position if your first preference is unsuccessful. Do not select the same school twice, it will not increase your chances.

8. Consider your ranking carefully

You will be offered a place at your highest ranked school with available places. If you are eligible for all three schools you will be offered the first ranked school. It is important therefore that you rank your schools carefully

9. Previous years provide no guarantee

If any of your other children or neighbours obtained places at a school in previous years, that is no guarantee that the same outcome will occur for the year you are applying to. This can be affected by the number of children in the year group and by application patterns in any given year.

10. Provide any additional information

You are responsible for providing supporting information to your application. This may include factors such as medical information from a relevant professional, family circumstances or any other factors that are relevant to you. There are no rules on this matter, if you think it is important include it in your application.

11. We use a straight line measurement as a tie-breaker

We do not use bus routes or walking routes. This may change the school that you consider to be your nearest.

12. Keep all correspondence

Keep all letters you receive in relation to your application as you may need them at a later appeal.

13. Finally – ASK!

Our experienced team of Officers are here to help you. We know what an important time this is and we want you to obtain a place at your preferred school. Contact details are provided on page 84.

Frequently Asked Questions

1. Is a place reserved for me at my catchment area school?

No, it is unlawful to reserve places. If you do not apply for your catchment school as one of your 3 preferences a place is not reserved for you there.

2. Am I guaranteed a place at my catchment school if I apply there?

No, places cannot be guaranteed even for catchment area residents, who have applied for a place.

3. Do I have a better chance by applying early?

No, all applications received up to the closing date will be considered equally.

4. Am I guaranteed a place at the secondary school if I have another child there, or if my child attends a feeder primary school?

No, there are no guarantees. Outcomes will depend on the number of applications received.

5. What if I want to apply for a school outside Sheffield or to a Church Aided School?

All Sheffield residents must return applications to Sheffield Local Authority. We will liaise with neighbouring Authorities or church schools on your behalf so simply complete your application and leave the rest to us. Sheffield Authority will notify all Sheffield residents of the outcome of their application.

6. Can I apply for just one school?

Yes you can but you are strongly advised to submit 3 preferences.

7. What if the school is oversubscribed?

If more applications are received than there are places we will prioritise places for community schools in the following order:

1. Children in Care, previously In Care (see page 8 definition)
2. Catchment Area with Sibling
3. Catchment Area
4. Siblings of children refused a place at their catchment school
5. Siblings
6. Feeder School
7. Other applications

Church schools and neighbouring Authorities will do the same with their own criteria.

For information about how pupils with an Education Health and Care Plan or a statement of special educational needs are allocated, speak to the SEN

Department on 0114 273 6394.

8. What happens if I am not offered a place at my first preference school?

We will consider your second and third preferences and if possible offer a place at one of these. You will be placed on a waiting list for any higher ranked school where you have been refused a place.

9. What happens if I am offered none of my three preferences?

You will be offered a place at the nearest school to your home address that has available places. This may or may not be your catchment area school. You will be placed on the waiting list for any school that you are refused admission for.

10. How does the waiting list work?

The waiting list starts on 2 March 2020 following allocation. Your position on the waiting list depends on the admission category you fall into, i.e. a "Sibling" category applicant will be higher than a "Feeder School" category applicant. The waiting list must be prioritised by admission category and not by the length of time spent on it. A late catchment area applicant will therefore automatically be placed above a "Sibling" category applicant. The waiting list is maintained until 31 December 2020. If a place becomes available at a school it will be offered to the next pupil on the list.

11. How does the appeal process work?

You have an automatic right of appeal for any school that you are refused admission for. The appeal panel is independent of the Local Authority and has the authority to offer a place at a school that is "full". You will be notified of the appeal process if you are refused admission at any of your preferred schools.

12. If I appeal will I lose the place currently allocated to me?

No, a place at your allocated school will remain unless you secure a place elsewhere.

13. When and where are appeals heard?

If you apply on time, appeals are normally heard by the end of June. Appeals for Sheffield Schools are normally held at the Town Hall in the City Centre. You will receive further details if you appeal.

14. Where can I obtain further information?

There is a great deal of information available on the process and on individual schools, these are just a few examples:

- Sheffield Local Authority Admissions website <http://www.sheffield.gov.uk/pupiladmissions>
- Advisory Centre for Education (Independent) <http://www.ace-ed.org.uk>
Telephone 0808 800 5793
- OFSTED (School Inspections) <http://www.ofsted.gov.uk>
email: enquiries@ofsted.gov.uk
Tel: 0300 123 1231

Making an application for a school place

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Oversubscription Criteria (for Sheffield community schools and Academies)

Special educational needs

Any child that has an Education Health Care Plan or a statement for SEN that names a specific school must be offered a place there.

The following oversubscription criteria outline the priorities for admission to Sheffield Community, Foundation Secondary Schools and Academies, (for details of the oversubscription criteria for All Saints and Notre Dame, please see pages 41 to 52). These criteria have been consulted upon and approved by the Elected Members of the City Council.

1. Children in Care (previously In Care)

Pupils who are in care or previously in care (children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately following being In Care). Children in this category will be prioritised at their preferred school.

2. Catchment Area with Sibling

Children who live in the catchment area at the latest date for receiving applications and who will have a sibling attending the preferred school in September 2020 will be prioritised above other catchment applicants.

If the older sibling will be attending the Sixth Form they will only meet the Sibling criteria if they have previously attended the school, e.g. in any year between Years 7 and 11.

3. Catchment Area

Children living in the catchment area for the preferred school that will not have a sibling attending, will be considered next.

The Authority does prioritise catchment area residents, however places are not guaranteed.

4. Brothers or sisters (siblings) of children refused a place at their Sheffield catchment school

In circumstances where parents have applied on time for but been refused a place at their catchment school for older siblings and allocated a place at a non-catchment school, any younger sibling will be afforded priority sibling status. This will only apply where allocated a preference ranked lower than the catchment school or allocated the nearest available school.

5. Brothers or sisters (siblings)

Children who will have an older brother or sister (sibling) at the preferred school on the date of admission, will be offered a place if any places remain after all above categories have been allocated.

A pupil is not afforded sibling status if the older sibling transfers to a school sixth form having not previously attended there. A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or stepsister (including half brothers/sisters)

and in both cases will attend the preferred school at the time of entry.

Where places are obtained under this category, parents and carers must note that, places cannot be guaranteed

in future years for younger children.

6. Designated feeder school

If your child attends a primary school which is officially designated as a feeder to a secondary school, but you live outside the catchment area, you will be offered a place after all above categories have been allocated.

Parents whose child falls under this category should note that if they attend a non-catchment primary school they have less chance of being allocated a place at the linked secondary school than those who live in the catchment area or have a brother or sister at the school.

For information about designated feeder schools please see pages 34 to 37 or contact Secondary Admissions on 273 5790.

7. Other applications

Any child who does not fit into one of the above categories will be considered next. Places will be allocated up to the published indicated admission number.

Tie breakers

For any admission category that is oversubscribed there are two stages of further consideration:

- Where exceptional medical, social or special educational needs are demonstrated/supported by professional evidence, an application **may** be prioritised by the Admissions Committee (AC) but only within the admission category. Please note this list of circumstances is not exhaustive and is provided simply as an example of reasons for which the AC **may** prioritise a case. It is your responsibility to provide supporting evidence to demonstrate your exceptional reasons. For example, if you or your child has medical reasons for applying for a school, you must provide evidence from a relevant medical professional with your application. If you apply on line or

over the telephone you can send any additional evidence by post

- If there are no exceptional circumstances, all applications will be prioritised first by the admission category and then by distance from the home address to a designated point at the school building. This is a straight-line measurement.

Twins and Multiple Births

In circumstances where there is one place remaining and the next eligible children are twins or multiple birth, the Local Authority may make an exception and allocate above the admission number.

The Authority cannot guarantee that other siblings of multiple birth families will automatically follow if one is offered a place through normal arrangements.

Children living equal distances from the School

In circumstances where two or more children live at addresses that are equidistant from the school the place will be allocated through the process of Random Allocation.

Please contact the Admission Team (Tel: 273 5790) if you have any queries about how you fit into the above categories.

Admissions Committee (AC)

Applications for oversubscribed schools will be considered against the oversubscription criteria described above.

Where parents provide additional evidence from a professional to support their application, it will be submitted to the Admission Committee which may consider giving priority if it is satisfied that circumstances are exceptional. It should be noted that where medical needs are given as a reason for applying for a particular school, the medical

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needs **must** relate to the child, not the parent. If supporting information is not provided from a professional then distance from home to school will be used as a tie-breaker. (This process is undertaken before the national offer date of 2 March 2020).

The Admissions Committee consists of Elected Members who have delegated authority to make admission decisions on behalf of Sheffield City Council. The Committee will take account of the individual parental reasons, for applying for the school against other applications by parents in the same admission category. The Admissions Committee may prioritise any case within the admission category but cannot prioritise an application from a lower category above an application from a higher category eg. feeder applicants cannot be prioritised above catchment.

Online Admissions

Save Time Apply Online at www.sheffield.gov.uk/home/schools-childcare/apply-school-place

You may apply online for your child's school place

From **July 2019** Sheffield's online admission facility was available to submit an application for secondary school.

Consider the benefits:

- It's quick, safe and secure.
- You will receive an immediate acknowledgement via e-mail to confirm receipt of your submission.
- You can change your application at any time up to **18 October 2019**.
- We will let you know which school your child has been allocated via email on **2 March 2020**.

- There is no risk that your application will get lost in the post.
- The facility is available 24 hours a day 7 days a week up to the closing date of **18 October 2019**.

You can apply online wherever there is access to the Internet.

- At home
- At your child's primary school
- At an internet café
- At work
- At a library

How to access the online facility

Access the Council's website using the following address: www.sheffield.gov.uk/pupiladmissions and click on the "Online Admissions" link. This will take you to the Pupil Admissions online facility. From here you will be asked to register.

How to register

- All users will need to register their details before an application can be made.
- Once you have registered you will be emailed a link to the online site.
- When registering take care to type in your email address correctly. If errors are made, you will not receive a password and will not be able to

re-enter the site

- To re-enter the site enter your password and e-mail address in the space provided. Do not register again.

Making an application

- Your child has been allocated a Unique Identification Number (UID). This was noted on the letter.
- Enter the UID and your child's date of birth in the space provided. This will reveal your child's details (name,

address) and invite you to enter your preferences and reasons for your application.

- If you do not have a UID, click on the box "No UID". You will be invited to enter your child's details and then express your preferences and reasons.
- You must submit your application. You will be asked to acknowledge that the information you have given is accurate and then to click submit again.
- Press continue to receive the option to print off a copy of your application.
- An acknowledgement will be sent to your email account confirming receipt of your application and listing the schools you have expressed.
- Each time you re-enter the site you must re-submit your application whether or not you make changes. Failure to do so may mean your application is not processed.

Help and assistance

If you have any questions about your application and how decisions are made please contact Secondary Admissions on 0114 2735 790 or ed-admissions@sheffield.gov.uk

The closing date for submission of secondary applications is 31 October 2019. However the online site will only be available until 18 October 2019.

Use this space to record the details you will require to make an application.

Unique Identification Number (UID)

Email address

Password

Date submitted

Fraudulent Applications

The City Council makes every effort to ensure that all school places are allocated in strict accordance with its published admission arrangements. All addresses are checked with your child's primary school.

The Authority takes the issue of fraudulent applications very seriously. If the Authority receives any information alleging that an application has been made fraudulently it will require parents to provide at least two forms of proof to confirm the address.

Where the Authority has made an offer of a place at a school on the basis of fraudulent or intentionally misleading information, which has effectively denied a place to a child with a higher right of entry, it will be withdrawn .

If the Authority withdraws a place on the above grounds you will be offered a place at another school and notified of your right of appeal.

Withdrawing places

Places will also be withdrawn where allocations have been made in error.

Co-ordinated Admission Arrangements

The co-ordinated scheme

The co-ordinated scheme for admissions to Year 7 at a secondary school is designed to ensure that every parent who lives in Sheffield and has applied for a school place for their child receives a single offer of a school place on the same day.

You will only have to complete one application to apply for a combination of any three schools in Sheffield or within another Authority, including voluntary aided schools, Academies, Trusts and Foundation schools.

In order to provide every parent with an offer of one single place, Sheffield Authority will be working collaboratively with the Governing Bodies of the Catholic secondary schools within the area of Sheffield as well as neighbouring authorities. As long as you submit an application form or apply online before the closing date, a single offer of a school place will be made on **2 March 2020**. A full version of Sheffield's co-ordinated admission scheme can be found on the Council's website; www.sheffield.gov.uk/pupiladmissions

What if I do not make an application?

Parents who do not make an application will not receive an offer of a school place on 2 March 2020.

The Authority with assistance from your child's primary school will make every effort to help and encourage you to express preferences. If a form or online application is not submitted the following action will be taken;

- A place will be allocated for the child at the nearest community school, to their normal place of residence, with available places.

Please note that the Authority strongly advises parents to complete and submit a common application form or apply online.

Non-completion of an application will seriously reduce your child's chance of being offered a place at a school you want, since places will be allocated first to parents who have expressed preferences.

When will the process start

July 2019

If you live in Sheffield and your child attends a Sheffield Primary School, you will receive a leaflet and covering letter from your child's current primary school.

Sheffield residents whose children attend a private school or school in another Authority, should apply online, or contact Pupil Admissions to obtain an application form.



September/October 2019

Open evenings held at Secondary Schools



31 October 2019

Closing date for returning your completed application form



2 March 2020

Offer Date

What decisions do I have to make?

You must decide which schools to apply for. If you do not express your preference online or submit an application, the pupils of parents who do, will be considered before your child.

If your child has special educational needs and you would like advice about how this may effect your preferences, please contact the SEN Transitions Team on 0114 273 6394.

- Parents who wish to apply for All Saints or Notre Dame Catholic High schools will also be required to complete the **Supplementary Information** form available from All Saints or Notre Dame's school or the Admissions Team. It is your responsibility to provide evidence to support your application including relevant medical information. If you wish to apply for an aided school located in another authority, you are advised to contact the school to find out what additional information is required.
- **You have the right to apply for a place at any school. Places are not reserved in catchment schools for parents who apply to other schools and are unsuccessful. You do not have to apply for your catchment school but a place cannot be reserved at your catchment school if your application elsewhere is unsuccessful. You will have a higher priority for your catchment school but a place cannot be guaranteed.**
- Admission Authorities must comply with parental preferences where they can but because there are limits on the number of places available at each school, it is not always possible to do so.

Open evenings

You and your child are strongly advised to visit the schools for which you intend to apply. Open evenings are held throughout September and October 2019.

A list of open evening dates was sent with your letter. They are also listed on the Admissions website. Alternatively you may request details from Pupil Admissions, or from your child's primary school. A Local Authority representative will usually be available at the open evenings to offer help and advice about applying for secondary school.

School prospectus

Information about each school is published annually by the Governors in the school prospectus. The prospectus contains information about the curriculum and organisation of education and teaching methods of the school, a statement of the aims and values of the school, and details of examination results and pupils attainments at the key stages.

It may also contain other information about dress code, demand for school places, directions to the school and other general information. Parents can obtain a prospectus for any of Sheffield's secondary schools, free of charge, directly from the school.

When do I have to make my decisions?

The closing date for returning completed application forms is 31 October 2019 but please note that the online site is only available until 18 October 2019.

What happens if my application is late?

You have less chance of receiving a place at one of the three schools you have applied for. For further information about how the Local Authority will deal with late applications, see page 21.

What do I do when I have made my decisions?

- You are advised to complete all sections of the application. It is important that you give full reasons for your application even if it is your child's catchment school. This information **may** be considered by the Admissions Committee if supported by information from a professional where a school is oversubscribed. For more information about the Admissions Committee, see page 9.
- Decide whether to apply online or on the paper application form which is available from the primary school or the Admissions Team.
- Return your completed form to the Admissions Team or notify your child's primary school that you have applied online or over the phone.
- If any of your preferences are for a voluntary aided school in Sheffield, Barnsley, Derbyshire or Rotherham. You must obtain an 'additional information' form from school and return it to the school for which you are applying.
- Enclose with your form any supporting evidence, eg. medical information. If you apply online send your evidence separately to Secondary Admissions.

What happens next?

If you apply online you will receive an acknowledgement instantly.

On 2 March 2020, you will be informed of your single allocated school place. This may or may not be one of your three preferences.

If you have applied online you will be sent an email notifying you of the allocated school. If you have applied online you may also log onto the online site using your password to view the decision. If you applied on a paper form you will be sent a letter to your home address.

To find out how the Secondary Admissions Team allocate school places see page 8 which explains Sheffield's oversubscription criteria and also pages 19 to 21 which explains Sheffield co-ordinated admission scheme. For information about All Saints and Notre Dame's oversubscription criteria, see pages 41 to 52.

What happens if I change my mind about the preferences I have made?

This will depend on when you change your mind.

if you change your mind before the closing date of 31 October 2019

- You may amend your preferences at any point up to the closing date of 31 October 2019.
- Write to Secondary Admissions to confirm your new preferences, the order and supporting reasons.

By submitting new preferences you are notifying the Authority to disregard the original application.

Parents need to be aware that the Authority will only process one common application per pupil at any given time.

if you change your mind after the closing date of 31 October 2019.

The Authority will not accept a change of preference after the closing date without a genuine reason for doing so, for example, a recent change of address.

If you would like to change your preferences you should write to Admissions to confirm your new preferences and explain the reason for changing your mind.

If the Authority is not satisfied that your reason is genuine your new application will be classed as late and only considered after the allocation date of 2 March 2020. Please contact Admissions if you are in doubt as to whether your new preferences will be accepted.

Any change of preference received after the latest date for receiving applications (30 November 2019) will not be considered until after 2 March 2020.

if you change your mind after the offer day of 2 March 2020.

Contact the Secondary Admissions Officer on 0114 273 5790. Any application received after 2 March will be considered in date received order then in line with normal oversubscription criteria.

What happens if I don't get a place at one of my preferred schools?

Where a single offer cannot be made for any of the three preferences stated on your common application, a place will be allocated at your catchment school (if you did not indicate this as one of your three preferences **and** if there are still places available), or the nearest community school in Sheffield with available places.

This is measured in a straight line from your home address to the school.

This only applies to pupils who live in Sheffield. If you live outside Sheffield, your Home Authority will be responsible for ensuring that your child is allocated a school place for September 2020.

Your child will automatically be placed on a waiting list for a school where he/she has been refused a place at a community school ranked higher than the allocated school. For further information about the waiting list, see page 21.

What can I do if I am unhappy with the outcome?

You will be offered a right of appeal to an Independent Appeal Panel. For more details about how to appeal, see page 23.

Detailed Information

Admissions Terminology

Academy

An Academy is a state-funded, non fee-paying independent school. Academies are required to comply with the code and law relating to admissions.

Admissions authority

The Admission Authority is responsible for determining admission to school.

For community and voluntary controlled schools in Sheffield, the Admission Authority is the Local Authority. For Voluntary Aided, Trust and Foundation Schools and Academies the Admission Authority is the school Governing Body.

Admission arrangements

The Admissions Authority must publish the admissions arrangement for all its schools. They include admission numbers for schools, application procedures & timetables, oversubscription criteria and information about waiting lists.

Catchment area

Each community school has a catchment area. This is defined by the City Council. Your catchment area school is the school for which you have the highest priority.

Common application form

This is the application form that invites 3 preferences and supporting reasons. This form is to be completed whether applying for a community, foundation trust or aided school, Academy or a school in a different Local Authority.

Community schools

These schools come under the responsibility of the Local Authority. The admissions policy for Community Schools is determined and implemented by the Local Authority.

The Local Authority is the Admissions Authority for Community Schools and allocates school places.

Composite prospectus

The Education Act 2002 requires the Authority to publish information annually about admissions for the following school year. This guide is the 'composite prospectus' for the 2020/2021 academic year.

Eligible for a school place

This is where a child can be offered a place at a school either because:

- The number of applications for the school is below the admission number; or
- It is oversubscribed but the child has priority under the admission criteria when compared to other children.

Feeder schools

Each secondary school has a number of 'feeder primary schools' that are linked to the schools.

Home authority

The Authority in which the parent/carer and child resides.

IAN

Indicated Admission Number. An IAN is determined in consultation with each school. This is the number of pupils that must be admitted to a school if sufficient applications are received.

Key stage 3

Secondary School (year 7, year 8 and year 9).

Key stage 4

Secondary School (year 10 and year 11).

Maintaining authority

The Authority in which a school is located.

Normal place of residence

The child's normal place of permanent residence will ordinarily be a residential property at which the parent or person/s with parental responsibility for the child resides at the latest date for receiving applications for admission to school - 30 November 2019.

Where parental responsibility is held by more than one person and those persons reside in separate properties, the child's normal place of residence will normally be the property at which the child resides with the parent or person/s with parental responsibility, for the greater part of the week.

Oversubscription criteria

Each Admission Authority must establish criteria. This is applied where more applications have been received than there are places available at the school. The criteria determines which applicants will be offered places.

Parental preference

You are invited to express up to 3 preferences on a common application.

The Admission Authority must comply with parental preference unless admission will prejudice the school.

You are not guaranteed a place at any of your preferred schools.

Ranking

The order in which parents have to list their three preferences on the common application. Parents are advised to place their favourite school first.

Sheffield's co-ordinated scheme

Each Authority must determine a scheme which outlines how they intend to co-ordinate with neighbouring Authorities and other Admission Authorities within its area, in order to carry out admissions for Sheffield residents.

Siblings (definition for sheffield community schools, foundation, trust and academies)

A sibling is defined as a child who permanently or usually lives at the same address as:-

- a brother and/or sister
- a stepbrother and/or a stepsister (to include half brothers/sisters)

and in both cases will be attending the preferred school at the point of entry.

Single offer

The one offer for a school place for your child as determined by the co-ordinated scheme.

Waiting lists (definition for sheffield community schools)

All pupils refused a place at any school ranked higher than the allocated school will be automatically placed on a waiting list for those schools. The waiting list will be discontinued on 31 December 2020.

Voluntary aided school

These schools are church aided. The Governing Body is the Admission Authority and establishes the admission arrangements and allocates school places.

Eligibility for a school place

All secondary schools have an indicated admission number (IAN) or admission limit which determines the number of available places at the normal age of transfer, in this case for Year 7. Once an IAN or higher admission limit is determined for a particular school year, that number will normally remain in force as that year group moves through the school. The IAN/higher admission limit for each school is published in this booklet on pages 24 to 33 and pages 41 and 52 for All Saints and Notre Dame respectively.

Where the Admissions Authority receives more applications than there are places at a school, it must have a method of prioritising the applications to determine which applicants will be eligible for a school place. This is known as the 'oversubscription criteria'.

Eligibility for Schools outside Sheffield

If you intend to apply for a school in another Authority, you may wish to refer to the booklet produced by that Authority for details of the oversubscription criteria that applies to that school.

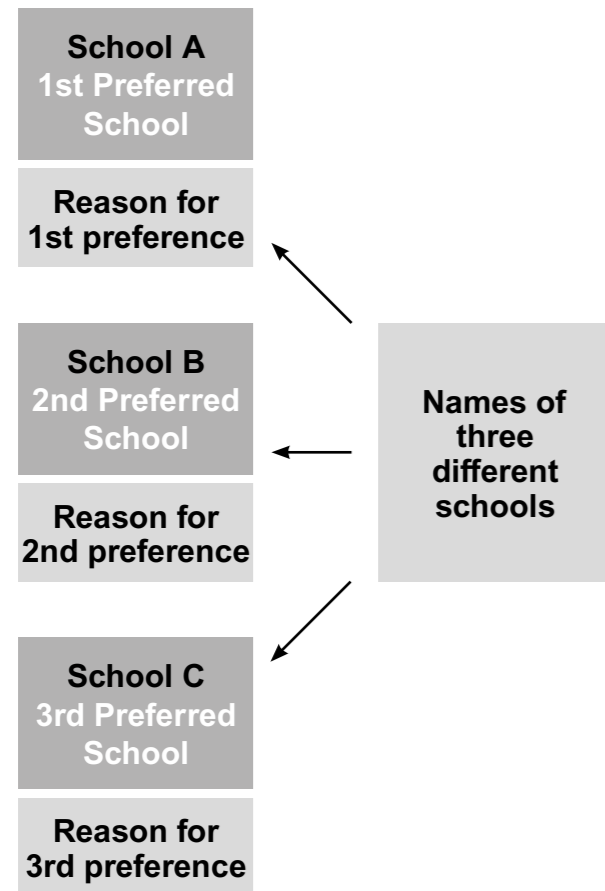
Contact details for neighbouring Authorities can be found on page 85. Sheffield residents applying for a school maintained by another Authority, must still complete Sheffield's common application and return it to Secondary Admissions or apply online.

Sheffield's Co-ordinated Admission Scheme

This is how the co-ordinated scheme works:

- Decide on a maximum of three schools that you would like to apply for. Read pages 8 to 10 and 38 to 62 for details of how the Admission Authority decides eligibility for a place. Places at your catchment school are not guaranteed and cannot be reserved for you if you do not put it down as a preference on your application.
- Having decided on your three schools you then have to make a second decision. In which order would I prefer my child to attend these schools? In other words, which is your first, second and third preferred school. This process is called ranking.
- On the Common Application there are three boxes to put the names of your preferred schools and your reasons for your preferences.

It is very important that you record your preferences in the right order, starting with your first preference.



For each preference that you make there is space to give reasons for your preference. Remember that you can express preferences for any school.

By listing your preferences in this way, they are in rank order.

- Sheffield Authority operates on 'Equal Preference' system.
- The Admissions Team will determine whether or not there are places available at your three preferred schools. If you have named a voluntary aided school the Local Authority will liaise directly with the Governing Body on your behalf. Similarly, if you have named a school in a neighbouring authority, Sheffield Local Authority will liaise directly with the maintaining Authority on your behalf.

- If there is a place available then your child is "eligible for admission" for that school.
- Where you may have expressed preferences at three different schools, your child may be eligible for admission at one, two, all three or none of the schools.
- The Admission Authority determines whether your child is eligible for a place at a secondary school.
- The outcome of your application will be one of the following:

key	
E	Your child is eligible for admission, which creates a potential offer
O	School oversubscribed – your child is not eligible for a place based on admission criteria
A	Your child will be allocated a place as the highest ranked preference for which he/she is eligible

Preferred Schools in rank order	Possible Outcomes of three Preferences							
	1	2	3	4	5	6	7	8
1st School A	E^A	O	O	E^A	E^A	E^A	O	O
2nd School B	E	E^A	O	E	O	O	E^A	O
3rd School C	E	E	E^A	O	E	O	O	O

You must think very carefully about the preferences that you make and take advantage of the information and advice available in this booklet to help you make informed decisions.

In the above example at column 1 even though you would be eligible for all three schools you would only be offered School A as the highest ranked. You

would not be offered schools B or C.

If you are refused a place at your preferred school(s), you may appeal. Further advice on the appeals procedures is given at page 23.

Consideration of Preferences

At the closing date of 31 October 2019 the process of trying to meet parental preferences begins. This means that all Admission Authorities for schools named on the common application have to determine whether the child is eligible for admission to their school.

Your preferences will be assessed against the oversubscription criteria that applies to each of the schools.

If you have applied for an aided school or a school in a different Authority, Sheffield will liaise with the relevant admission authority to assess the eligibility of your application for those schools.

Once it is determined which of the preferred schools your child is eligible for (this could be all three, a combination of two, one or none of the schools indicated on your common application), the Authority will allocate the highest ranked school for which you are eligible.

Offer Date

Applications received up to and including 30 November 2019 will be allocated a school place on 2 March 2020.

Late Applications

- Applications and changes of preference or circumstances received after the 30 November 2019 will be dealt with after 2 March 2020 and will be processed in date received order.
- Where the Local Authority has not received an application from a Sheffield resident for any school by 2 June 2020 at the latest, a place will be offered at the nearest available school.

Waiting Lists (for Sheffield community schools - trust, foundation and academies who operate the same oversubscription criteria as Community Schools)

- The Authority will establish a waiting list for all Community, Trust and foundation secondary schools and Academies in Sheffield where the number of applications for those schools has exceeded the number of places available. All Saints and Notre Dame will maintain their own waiting lists. For information about waiting lists for non-Sheffield schools you should contact the relevant Admissions Authority.
- Your child will automatically be placed on a waiting list for a community school where he/she has been refused a place at a school ranked higher than the allocated school.
- Waiting lists for community schools will be maintained until the **31 December 2020**.

- Priority on the waiting list is determined according to the oversubscription criteria for that school not by the length of time on the list or date of application.
- Your child's position on a waiting list can go down as well as up because of how pupils are prioritised on the list.
- A place normally becomes available at an oversubscribed school only when the number of pupils allocated falls below the published admission number.
- Should a place become available at an oversubscribed school, it will be automatically allocated in writing to the child at the top of the list. The previous school allocated by the Local Authority will automatically be withdrawn.
- If you no longer wish to remain on a list, please contact the Admissions Team.
- If you would like your child to be placed on a waiting list of a school that you ranked lower than the one you have been allocated, you must request this in writing to the Admissions Team.

A place on the waiting list does not guarantee that your child will secure a place at that school, nor does it mean that you should not continue to try and secure a school place elsewhere.

Change of Address

If you change address or are planning to move, the Admissions Team will need to see proof of your new address. A house move may change your catchment area and affect the status of your application.

If you are considering a change of address you should contact the

Admissions Team to be advised of the possible change to your application and to determine what proof is required.

Entry Outside the Normal Year Group

On rare occasions parents may seek entry into secondary school for their child earlier/later than the normal date.

In such cases parents should make their request in writing to Secondary Admissions giving full reasons.

In Year Application

Parents wishing to apply for a place in Year groups other than Year 7 should complete a transfer form available from your child's current school.

Fair Access Protocol

All Local Authority's are required to establish a protocol for placing vulnerable children over and above the normal admission procedures.

The protocol is designed to ensure that access to education is secured quickly for children who have no school place and to ensure that schools within an area admit their fair share of children with challenging behaviour. Under the protocol the Authority may admit a child to a school that is full. The protocol provides a definition of categories of children that may be considered under the arrangements. The protocol may be applied to applications received outside of the 'normal year of entry'.

Admission to Schools for Children of UK Service Personnel

The Local Authority acknowledges that service families are subject to frequent movement within the UK and from abroad, often at relatively short notice.

Although the local Authority is not able to reserve places for blocks of pupils of service personnel it may accept applications from parents returning to their area some months in advance and may allocate a school place where the school has a place available.

Statutory Appeal

The following appeal process does not apply to pupils with a statement of special educational needs or Education Health Care Plan. If your child has a statement or Education Health Care Plan, please contact the SEN Transition Team on 0114 273 6394 for further details. If your child has been refused a place at a school, you have a right of appeal to an Independent Appeal Panel. To appeal you must complete an appeal form which must be obtained by downloading a form from;



Sheffield City Council's website;
www.sheffield.gov.uk/pupiladmissions

or by contacting the Admissions Team;



The Admissions Team
Floor 5, West Wing
Moorfoot
Sheffield S1 4PL



Tel: 0114 273 5790



ed-admissions
@sheffield.gov.uk

Before completing your appeal form, you should read the 'Guidance for Parents on Appeals' document that accompanies the appeal form. It has been produced to help you understand the role of the Independent Appeal Panel. You should set out the reasons why you want your child to attend the particular school and include any supporting documentation. You should return your completed form and any supporting information to **Legal and Governance, Town Hall, Sheffield S1 2HH**. Appeal hearings for forms received after the date advised in the letter may be subject to delay.

You will be notified in writing by Legal and Governance Services about the date when the Appeal Panel will meet to consider your application. The hearings are normally held in the Town Hall, Pinstone Street. You have the right to attend the hearing and speak in support of your appeal and you may, if you wish, be accompanied by a friend or representative.

THE INDEPENDENT APPEAL PANEL'S DECISION IS FINAL AND BINDING ON THE ADMISSIONS AUTHORITY, THE SCHOOL AND THE PARENT.

PLEASE NOTE: You may not appeal again for the same school in the same academic year unless there has been a significant and material change in circumstances.

appeals for a school not maintained by sheffield local authority

If you wish to appeal for a school in a neighbouring Authority, you must obtain an appeal form from that Authority.

Please note, if you successfully obtain a place through Appeal at a school maintained by another Authority, your child's place at a Sheffield school will be withdrawn. Appeals that are submitted on time will normally be held between April and June 2020.

Sheffield secondary schools

- September 2020

For details of schools with an integrated resource for pupils with special educational needs from September 2020, See page 79.

For information about schools with facilities for pupils with physical difficulties, please call 0114 273 5471.

Please note that all Sheffield Secondary Schools are non-selective places are not offered based on ability or aptitude in a certain subject.

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
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Astrea Academy (2-18) Sheffield (Secondary Phase) Andover Street, Sheffield, S3 9BE Tel: 0114 553 9110 Email: astreaacademysheffield@astreaacademytrust.org Principal: Miss K Walton Age range: 11-18 (Secondary Phase) Website: http://astreaacademytrust.org	422	150
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Notes: At the allocation date in March 2019 places were allocated to applicants who applied before the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

The Birley Academy - LEAD Academy Trust Birley Lane, Sheffield, S12 3BP Tel: 239 2531, Fax: 265 5531 Email: enquiries@birleycc.sheffield.sch.uk Website: www.birleycc.sheffield.sch.uk Executive Headteacher - Mrs G Newton Age Range: 11-16 Specialism: Technology	1,139	235
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Notes At the allocation date in March 2019 places were allocated to all applicants that applied before the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
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Bradfield Academy Kirk Edge Road, Worrall, S35 OAE Tel: 286 3861, Fax: 286 2246 Email: enquiries@bradfield.sheffield.sch.uk Website: www.bradfield.sheffield.sch.uk Headteacher - Mr A May Age range: 11-16 Specialism: Engineering	940	240 (Y7 - Y11)
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Notes At the allocation date in March 2019 places were allocated to all Catchment, Sibling, feeder and 7 other applicants. 37 other category applicants were refused at this stage. The school subsequently agreed to operate a higher admission number and all outstanding applicants were allocated a place. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

Chaucer Academy - Tpton Trust Wordsworth Avenue, Sheffield, S5 8NH Tel: 232 2338, Fax: 231 6181 Email: enquiries@chaucer.sheffield.sch.uk Website: www.chaucer.sheffield.sch.uk Headteacher: Mr S Burnside Age range: 11-16 Specialism: Business and Enterprise	840	180
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Notes At the allocation date in March 2019 places were allocated to all applicants that applied before the closing date. This outcome cannot be guaranteed in future. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

Ecclesfield Academy - Minerva Trust Chapelton Road Ecclesfield, Sheffield S35 9WD Tel: 246 1156, Fax: 257 0998 Email: enquiries@eccoschool.com Website: www.eccssheffsch.force9.co.uk Acting Headteacher - Mr R Walkden Age range: 11-16 Specialism: Performance Art	1,701	350
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Notes At the allocation date in March 2019 places were allocated to all applicants that applied before the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
<p>Fir Vale Academy Trust Owler Lane, Sheffield, S4 8GB Tel: 243 9391, Fax: 261 1640 Email: enquiries@firvale.com Headteacher - Mrs R Smith Age range: 11-16 Specialism: Business and Enterprise</p> <p>Notes At the allocation date in March 2019 places were allocated to all applicants who applied before the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.</p>	1,061	210
<p>Firth Park Academy (Trust) - The Academies Enterprise Fircroft Avenue, Sheffield, S5 OSD Tel: 257 6238, Fax: 257 6239 Email: enquiries@firthpark.sheffield.sch.uk Headteacher - Mr Dean Jones Age range: 11-16 Specialism: Arts</p> <p>Notes At the allocation date in March 2019 places were allocated to all applicants who applied by the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.</p>	1,146	240
<p>Forge Valley School - Tupton Trust Wood Lane, Sheffield, S6 5HG Tel: 234 8805, Fax: 232 4120 Email: enquiries@forgevalley.Sheffield.sch.uk Website: www.forgevalley.Sheffield.sch.uk Headteacher - Mr D Barrowclough Age range: 11-19 Specialism: Sport, High Performing Specialist School (Leadership Partner School)</p> <p>Notes At the allocation date in March 2019 places were allocated to all catchment, sibling and 11 feeder category applicants who applied by the closing date. 15 feeder and 20 other category were refused, 4 additional pupils were allocated a place by the Independent Appeal Panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.</p>	1,122 (Y7-Y11)	240 (Y7-Y11)
	318 (Y12-Y13)	150 (Y12-Y13)

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
<p>Handsworth Grange Community Sports College - Minerva Trust Handsworth Grange Road, Sheffield, S13 9HJ Tel: 269 4801, Fax: 269 2832 Email: enquiries@hgcsco.uk Website: www.hgcss.co.uk Head of School - Mr N Parker Age range: 11-16 Specialism: Sports</p> <p>Notes At the allocation date in March 2019 places were allocated to all catchment, sibling, feeder and 10 other category applicants who applied by the closing date. 43 other category were refused. A further 7 were placed by the appeal panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.</p>	1,013	205
<p>High Storrs - Minerva Trust High Storrs Road, Sheffield, S11 7LH Tel: 267 0000, Fax: 266 3624 Email: enquiries@highstorrs.sheffield.sch.uk Website: www.highstorrs.co.uk Headteacher - Mrs Claire Tasker Age range: 11-19 Specialism: Performance Arts, Mathematics and Computing</p> <p>Notes At the allocation date in March 2019 places were allocated to all catchment and 1 Sibling category applicant who applied before the closing date. 11 sibling, 18 feeder and 18 other category applicants were refused at this stage. 1 additional pupil was allocated a place by the independent appeal panel. It is expected that the school will be oversubscribed again in 2020. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.</p>	1,208 (Y7-11)	240
	430 (Y12-13)	130 (Y12-13)
<p>Hinde House (3-16) (Secondary Phase) - Brigantia Trust Shiregreen Lane, Sheffield, S5 6AG Tel: 243 8486, Fax: 243 6047 Email: enquiries@hindehouse.net Principal - Mrs V Simcock Age range: 11-16 Specialism: Engineering</p> <p>Notes At the allocation date in March 2019 places were allocated to all catchment, sibling, feeder and 6 other applicants who applied by the closing date. 9 other applicants were initially refused admission. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.</p>	840	160

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
King Ecgbert Academy - Mercia Trust Totley Brook Road, Sheffield, S17 3QU Tel: 235 3855, Fax: 236 2468 Email: enquiries@ecgbert.sheffield.sch.uk Website: www.ecgberts.sheffield.sch.uk Headteacher - Mr P Haigh Age range: 11-19 Specialism: Technology	1020 (Y7-11)	193
	320 (Y12-13)	100 (Y12-13)
Notes At the allocation date in March 2019 places were allocated to Catchment/Sibling and 119 Catchment applicants. 5 Catchment, 5 Sibling, 21 Feeder and 23 other category applicants were refused. 2 additional pupils were replaced by the appeal panel. It is expected that the school will be oversubscribed again in 2020. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.		
King Edward VII Age range: 11-19 Headteacher - Linda Gooden	1,153 (Y7-11)	230
Upper School Glossop Road, Sheffield, S10 2PW Tel: 266 2518, Fax: 268 7690 Email: office@kes.sheffield.sch.uk Website: www.kes.sheffield.sch.uk Specialism: Language	627 (Y12-13)	200 (Y12-13)
Lower School Darwin Lane, Sheffield, S10 5RG Tel: 268 2477, Fax: 268 6046 Email: office@kes.sheffield.sch.uk Website: www.kes.sheffield.sch.uk		
Notes At the allocation date in March 2019 places were allocated to all Catchment, Sibling, Feeder School and 44 other category applicants. 66 other category applicants were refused. A further 1 pupil was allocated a place by the Independent Appeal Panel. It is expected that the school will be oversubscribed again in 2020. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.		

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
Meadowhead School Academy (Trust) Dyche Lane, Sheffield, S8 8BR Tel: 237 2723, Fax: 283 9855 Email: enquiries@meadowhead.sheffield.sch.uk Headteacher - Mr C Grewal-Joy Age range: 11-19 Specialism: Language Website: www.meadowhead.sheffield.sch.uk	1,601 (Y7-11)	330 (Y7-11)
	212 (Y12-13)	30 (Y12-13)
Notes At the allocation date in March 2019 places were allocated to all applicants that applied before the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.		
Mercia School - Mercia Trust Carterknowle Road, S7 2EX Website: www.merciaschool.com Headteacher - Mr D Webster Age range: 11-19	364	180
Notes At the allocation date in March 2019 places were allocated to all catchment/sibling and 106 catchment applicants who applied by the closing date. 47 catchment, 12 feeder and 6 other category were initially refused. A further 5 pupils were allocated places by the Independent Appeal Panel. It is expected that the school will be oversubscribed again in 2020. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.		
Newfield Academy - Mercia Trust Lees Hall Road, Sheffield, S8 9JP Tel: 255 7331, Fax: 258 3625 Email: enquiries@newfield.sheffield.sch.uk Website: www.newfield.sheffield.sch.uk Headteacher - Mrs E Anderson Age range: 11-16	1026	210
Notes At the allocation date in March 2019 places were allocated to all catchment, sibling and 21 feeder applicants who applied by the closing date. 6 feeder and 20 other applicants were refused. A further 2 pupils were allocated places by the Independent Appeal Panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.		

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
Oasis Don Valley (Secondary Phase) - Oasis Trust Leeds Road, S9 3TY Tel: 0114 2200 400 Email: info@oasisdonvalley.org Principal: Mr J Pape Age range: 2+ - 16+ Website: www.oasisdonvalley.org	358	120

Notes At the allocation date in March 2019 places were allocated to all applicants who applied by the closing date. This information is provided as a guide only and the same outcome cannot be guaranteed in 2020.

Outwood Academy City - Outwood Trust Stradbroke Road, Sheffield, S13 8SS Tel: 235 8120, Fax: 239 6694 Email: enquiries@city.outwood.com Website: www.city.sheffield.sch.uk Executive Principal - Mr A Downing Age range: 11-16 Specialism: Business and Enterprise	1045	240
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Notes At the allocation date in March 2019 places were allocated to all applicants who applied by the closing date. This information is provided as a guide only and the same outcome cannot be guaranteed in 2020.

Parkwood Academy - E-Act Trust Longley Avenue West, Sheffield, S5 8UL Tel: 231 0221/2, Fax: 232 6751 Email: info@parkwoodacademy.org.uk Principal - Ms G Cottingham Age range: 11-16 Specialism: Language, Sports	859	180
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Notes At the allocation date in March 2019 places were allocated to all applicants who applied by the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
Sheffield Park Academy - United Learning Trust Beaumont Road North, Sheffield, S2 1SN Tel: 239 2661, Fax: 265 9835 Email: info@sheffieldparkacademy.org Principal - Ms D McShane Age range: 11-19	974 (Y7-11)	210 (Y7-11)
	160 (Y12-13)	20 (Y12-13)

Notes At the allocation date in March 2019 places were allocated to all Catchment and Sibling applicants who applied by the closing date. 14 feeder and 24 other applicants were refused. 0 additional pupils were allocated by the Independent Appeal Panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

Sheffield Springs Academy - United Learning Trust Hurlfield Road, Sheffield, S12 2SF Tel: 239 2631, Fax: 265 3342 Email: enquiries@sheffield-academy.org Principal - Mr M Shipman Age range: 11-19	686 (Y7-11)	210 (Y7-11)
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Notes At the allocation date in March 2019 places were allocated to all applicants who applied by the closing date. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

Silverdale Academy - Chorus Trust Bents Crescent, Sheffield, S11 9QH Tel: 236 9991, Fax: 262 0627 Email: enquiries@silverdale.sheffield.sch.uk Website: www.silverdale.sheffield.sch.uk Executive Headteacher - Mrs R Paul Co-Head - Mrs S Sims Age range: 11-19 Specialism: Language	963 (Y7-11)	180 (Y7-11)
	358 (Y12-13)	120 (Y12-13)

Notes At the allocation date in March 2019 places were allocated to all Catchment, Sibling, Feeder and 37 other category applications who applied before the closing date. 32 other category applicants were refused places at this stage. 0 additional pupils were allocated a place by the independent appeal panel. It is expected that the school will be oversubscribed again in 2020. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
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Stocksbridge High - Minerva Trust

Shay House Lane, Sheffield, S36 1FD

Tel: 288 3153/3410, Fax: 288 8475

Email: enquiries@stocksbridgehigh.sheffield.sch.uk

Headteacher - Mr A Ireland

Age range: 11-16

Specialism: Mathematics and Computing

805

180

Notes At the allocation date in March 2019 places were allocated to all catchment, sibling, feeder and 21 other category applicants who applied by the closing date. 30 other category applicants were initially refused. 3 additional pupils were placed by the appeal panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

Tapton Academy - Tapton Trust

Darwin Lane, Sheffield, S10 5RG

Tel: 267 1414 Fax: 294 1155

Email: enquiries@taptonschool.co.uk

Website: www.taptonschool.co.uk

Co-Headteacher - Mrs K Rhodes

Age range: 11-19

Specialism: Science and Arts

1,288

(Y7-11)

256

(Y7-11)

409

(Y12-13)

150

(Y12-13)

Notes At the allocation date in March 2019 places were allocated to all Catchment category applicants. 15 Sibling, 9 Feeder and 117 Other category applicants were refused places at this stage. A further 4 pupils were allocated a place by the independent appeal panel. Tapton remains a very popular school from within its catchment area and it is expected that there will be similar outcomes for 2020.

Westfield School (Trust) - Chorus Trust

Eckington Road, Sothall, Sheffield, S20 1HQ

Tel: 248 5221, Fax: 247 0779

Email: enquiries@westfield-admin.co.uk

Executive Headteacher - Mr J Birkbeck

Age range: 11-16

Specialism: Sports

1,132

240

Notes At the allocation date in March 2019 places were allocated to all catchment, sibling and 11 feeder category applicants who applied before the closing date. 5 feeder and 13 other were initially refused. A further 2 pupils were placed by the independent appeal panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

School Details	Approximate no. in school year 2020/21	Admission limit for school year 2020/2021
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Yewlands Academy - Minerva Trust

Creswick Lane, Sheffield, S35 8NN

Tel: 232 9010, Fax: 232 9011

Email: yewlandsenquiries@yewlandsacademy.org

Headteacher - Mr A Kelly

Age range: 11-16

Specialism: Technology

870

180

Notes At the allocation date in March 2019 places were allocated to all catchment, sibling and feeder applicants who applied by the closing date. 39 other category were initially refused. 6 additional pupils were placed by the appeal panel. The information provided on the 2019 outcomes is intended as a guide only and the same outcomes cannot be guaranteed in 2020.

Feeder Schools

Below is an alphabetical list of community primary schools in Sheffield and the secondary school to which it has designated feeder status. Please refer to page 9 of this booklet for information

about how feeder schools are used in Sheffield Authority's oversubscription criteria, for community secondary schools.

3

Community Primary School	Tel no.	Address	Admission limit for school year 2020/2021
Abbeyfield	242 0109	Orphanage Road, S3 9AN	FIR VALE & ASTREA
Abbey Lane Primary	274 5054	Abbey Lane, S8 0BN	MEADOWHEAD & MERCIA
Acres Hill Primary	244 1512	Mather Road, S9 4GQ	PARK ACADEMY
Angram Bank Primary	284 8553	Kinsey Road, S35 4HN	ECCLESFIELD
Anns Grove Primary	255 0398	Anns Road, S2 3DJ	NEWFIELD & MERCIA
Arbourthorne	239 8163	Eastern Avenue, S2 2GQ	SPRINGS ACADEMY
Astrea Academy Primary Phase			Astrea Secondary Phase
Athelstan IJ	269 2301	Richmond Park Drive, S13 8HH	HANDSWORTH GRANGE
Ballifield NIJ	269 7557	Handsworth Grange Rd, S13 9HH	HANDSWORTH GRANGE
Bankwood IJ	239 6711	Bankwood Close, S14 1LW	SPRING ACADEMY & NEWFIELD & MERCIA
Beck NIJ	246 7536	Beck Road, S5 0GG	FIRTH PARK
Birley IJ	239 9002	Hayfield Crescent, S12 4XF	BIRLEY
Birley Spa NIJ	239 9106	Jerym Crescent, S12 4QE	BIRLEY
Bradfield Dungworth IJ	285 1338	Dungworth, S6 6HE	BRADFIELD
Bradway IJ	236 3723	Bradway Drive, S17 4PD	MEADOWHEAD & MERCIA
Brook House J	248 7754	School Road, S20 6EG	WESTFIELD
Brunswick NIJ	269 5315	Station Road, S13 7RB	HANDSWORTH GRANGE
Byron Wood NIJ	272 3624	Earldon Road, S4 7EJ	PART FIR VALE & PART PARKWOOD ACADEMY & ASTREA
Carfield NIJ	255 7534	Argyle Road, S8 9HJ	NEWFIELD & MERCIA
Carterknowle J	255 2347	Carterknowle Road, S7 2DY	HIGH STORRS/KING ECGBERT & MERCIA
Charnock Hall IJ	239 6083	Carterhall Road, S12 3HS	BIRLEY
Coit IJ	246 8710	Park Avenue, S35 1WH	ECCLESFIELD
Concord J	249 5050	Fife Street, S9 1NR	HINDE HOUSE

Community Primary School	Tel no.	Address	Admission limit for school year 2020/2021
Deepcar St Johns CE J	288 3878	St. Margaret Avenue, S36 2TE	STOCKSBRIDGE
Dobcroft J	236 8075	Pringle Road, S7 2LN	SILVERDALE & MERCIA
Dore IJ	236 8690	Furniss Avenue, S17 3QP	KING ECGBERT & MERCIA
E-Act Pathways Academy	231 0044	Raisen Hall Road, S5 7NA	PARKWOOD ACADEMY
Ecclesall CE J	236 1992	Ringinglow Road, S11 7PQ	HIGH STORRS & SILVERDALE & MERCIA
Ecclesfield IJ	246 7396	High Street, S35 9UD	ECCLESFIELD
Emmanuel CE J	248 3048	Thorpe Drive, S20 7JU	WESTFIELD
Emmaus Catholic & CE IJ	276 6474	Manor Oaks Road, S2 5FT	SPRINGS ACADEMY & ALL SAINTS
Fox Hill NIJ	231 3469	Keats Road, S6 1AZ	YEWLANDS
Gleadless NIJ	239 9705	Hollinsend Road, S12 2EJ	SPRINGS ACADEMY
Greengate Lane NIJ	284 8322	Greengate Lane, S35 3GT	ECCLESFIELD
Greenhill IJ	237 7080	Greenhill Main Road, S8 7RA	MEADOWHEAD & MERCIA
Grenoside IJ	246 7380	Norfolk Hill, S35 8QB	YEWLANDS
Greystones IJ	266 3413	Tullibardine Road, S11 7GL	HIGH STORRS & MERCIA
Halfway J	248 2629	Halfway Centre, S20 4TA	WESTFIELD
Hallam IJ	230 4430	Hallam Grange Crescent, S10 4BD	TAPTON & MERCIA
Hartley Brook NIJ	245 6882	Hartley Brook Road, S5 0JF	FIRTH PARK
Hatfield IJ	245 6871	Hatfield House Lane, S5 6HY	FIRTH PARK
High Green IJ	284 8264	Wortley Road, S35 4LU	ECCLESFIELD
High Hazels	244 2189	Fisher Lane, S9 4RP	PARK ACADEMY/OASIS DON VALLEY ACADEMY
Hillsborough NIJ	234 7898	Parkside Road, S6 2AA	CHAUCER & PARKWOOD ACADEMY
Hinde House	242 6874	Bracken Road, S5 6FH	HINDE HOUSE
Hucklow IJ	242 6736	Hucklow Road, S5 6TB	FIRTH PARK/FIR VALE/HINDE HOUSE
Hunters Bar J	266 0547	Sharrow Vale Road, S11 8ZG	HIGH STORRS & MERCIA
Intake IJ	239 9824	Mansfield Road, S12 2AS	OUTWOOD ACADEMY CITY
Limpsfield J	243 0925	Jenkin Avenue, S9 1AN	HINDE HOUSE
Lound J	246 2181	Loundside, S35 2UT	ECCLESFIELD
Lowedges NIJ	237 2196	Lowedges Road, S8 7JG	MEADOWHEAD & MERCIA
Lower Meadow NIJ	237 2700	Batemoor Road, S8 8EE	MEADOWHEAD & MERCIA
Lowfield IJ	255 2501	London Road, S2 4NJ	KING ECGBERT & MERCIA
Loxley IJ	234 4510	Rodney Hill, S6 6SG	BRADFIELD

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Community Primary School	Tel no.	Address	Admission limit for school year 2020/2021
Lydgate J	266 9500	Manchester Road, S10 5DP	KING EDWARD & TAPTON & MERCIA
Malin Bridge IJ	234 1379	Norris Road, S6 4RH	FORGE VALLEY
Manor Lodge IJ	272 5054	Manor Lane, S2 1TR	SPRINGS & PARK ACADEMIES
Mansel NIJ	232 1278	Mansel Crescent, S5 9QS	YEWLANDS
Marlcliffe IJ	234 4329	Marlcliffe Road, S6 4AJ	FORGE VALLEY
Meersbrook Bank NIJ	255 0491	Derbyshire Lane, S8 9EH	NEWFIELD & MERCIA
Meynell NIJ	231 1425	Meynell Road, S5 8GN	CHAUCER
Monteney NIJ	246 7916	Monteney Crescent, S5 9DN	YEWLANDS
Mosborough IJ	248 6211	New School Road, S20 5ES	WESTFIELD
Mundella IJ	255 1348	Mundella Place, S8 8SJ	NEWFIELD & MERCIA
Nether Green J	230 2461	Fulwood Road, S10 3QA	KING EDWARD & HIGH STORRS & MERCIA
Netherthorpe NIJ	272 6834	Netherthorpe Street, S3 7JA	TAPTON & MERCIA
Nook Lane J	234 1097	Nook Lane, S6 6BN	BRADFIELD
Norfolk NIJ	250 2760	Guildford Avenue, S2 2PJ	SPRINGS ACADEMY
Norton Free CE IJ	274 5873	Matthews Lane, S8 8JS	MEADOWHEAD & NEWFIELD & MERCIA
Oasis Don Valley	220 0400	Leeds Road, S9 3TY	OASIS DON VALLEY
Oasis Academy Watermead	201 6800	Barrie Crescent	PARKWOOD
Oasis Academy Fir Vale	201 2300	Skinnerthorpe Road	FIR VALE
Oughtibridge IJ	286 3167	Naylor Road, S35 0HG	BRADFIELD
Owler Brook	243 8611	Wensley Street, S4 8HQ	FIR VALE
Parson Cross CE IJ	231 3956	Halifax Road, S6 1LB	CHAUCER
Phillimore NIJ	249 4036	Phillimore Road, S9 5EF	HINDE HOUSE & SHEFFIELD PARK ACADEMY/ OASIS DON VALLEY
Pipworth NIJ	239 1078	Pipworth Road, S2 1AA	PARK ACADEMY
Porter Croft CE IJ	266 2132	Pomona Street, S11 8JN	HIGH STORRS/MERCIA
Prince Edward NIJ	228 1900	City Road, S12 2AA	SPRINGS ACADEMY
Pye Bank CE NIJ	276 0472	Andover Street West, S3 9EF	PARKWOOD ACADEMY & ASTREA
Rainbow Forge NIJ	248 7342	Beighton Road, S12 4LQ	BIRLEY & WESTFIELD
Reignhead NIJ	247 5767	Platts Drive, S20 1FD	WESTFIELD
Rivelin NIJ	234 1304	Money Street, S6 2PL	FORGE VALLEY
Sharrow NIJ	255 1704	Southview Road, S7 1DB	KING EDWARD VII / SILVERDALE / HIGH STORRS / KING ECGBERT & MERCIA

Community Primary School	Tel no.	Address	Admission limit for school year 2020/2021
Shortbrook IJ	248 2497	Westfield Northway, S20 8FB	WESTFIELD
Shooters Grove NIJ	234 2268	Wood Lane, S6 5HN	FORGE VALLEY
Southey Green J	232 6879	Crowder Avenue, S5 8DN	CHAUCER
Springfield NIJ	272 3455	Broomspring Lane, S10 2FA	SILVERDALE & MERCIA
St Marys CE NIJ	234 4461	Cundy Street, S6 2WJ	KING EDWARD/FORGE VALLEY & MERCIA
Stocksbridge J	288 2221	Cedar Road, S36 1AS	STOCKSBRIDGE
Stradbroke NIJ	239 9320	Richmond Road, S13 8LT	OUTWOOD ACADEMY CITY
Nether Edge	255 0926	Glen Road, S7 1RR	HIGH STORRS/KING ECGBERT & MERCIA
Tinsley Meadows	244 0915	Bawtry Road, S9 1WB	HINDE HOUSE/OASIS DON VALLEY
Totley All Saints CE IJ	236 1934	Hillfoot Road, S17 4AP	KING ECGBERT & MERCIA
Totley IJ	236 4482	Sunnyvale Road, S17 4FB	KING ECGBERT & MERCIA
Valley Park NIJ	239 6464	Norton Avenue, S14 1SL	SPRINGS ACADEMY & NEWFIELD & MERCIA
Walkley NIJ	234 0550	Burnaby Crescent, S6 2TS	KING EDWARD & FORGE VALLEY & MERCIA
Watercliffe Meadows NIJ	2326603	Shirecliffe Road, S5 8XJ	PARKWOOD ACADEMY
Westways NIJ	266 2471	Mona Avenue, S10 7HG	KING EDWARD & MERCIA
Wharnccliffe Side NIJ	286 2379	Brightholmelee Lane, S35 0DD	BRADFIELD
Whiteways Primary	242 3169	Whiteways Road, S4 8EX	FIR VALE
Windmill Hill	246 8550	Ash View, S35 1ZD	ECCLESFIELD
Wisewood IJ	234 3304	Ben Lane, S6 4BH	FORGE VALLEY
Woodhouse West NIJ	269 2602	Sheffield Road, S13 7BP	OUTWOOD ACADEMY CITY
Woodseats NIJ	255 4619	Chesterfield Road, S8 0SB	MEADOWHEAD & MERCIA
Woodthorpe NIJ	239 9167	Woodthorpe Road, S13 8DA	OUTWOOD ACADEMY CITY
Wybourn IJ	272 1988	Manor Oaks Road, S2 5ED	PARK ACADEMY

Astrea Academy Sheffield - Admission Arrangements for 2020/21

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Oversubscription Criteria

The oversubscription criteria for the Academy is in line with the Schools Admissions Code. Where the number of applications for admission is greater than the published admission number, applications will be considered by the Academy against the criteria set out below.

After the admission of students with an Education, Health and Care plan or statement of special educational needs naming the Academy, the criteria will be applied in the order in which they are set out below:

Priority One – Children in Care or Previously in Care (Statutory Requirement)

Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order. (1)

Priority Two – Catchment Area and Sibling

Children who normally reside with a parent or person with parental responsibility in the defined catchment area and who will have a brother or sister at the academy on the day of admission will be considered next.

A copy of the catchment map is available in appendix 1 of this proposed policy. The definition of a sibling for these purposes is in the notes at the end of

this policy. This means that all catchment/sibling applications are prioritised before catchment applicants irrespective of distance. The normal distance tie-breaker will apply within each category.

Priority Three – Children of Staff in Skills Shortage Posts

Children of school-based staff (not wider Trust staff) recruited to fill a skills shortage post – this will be subject to confirmation by the Astrea Executive Board that, on the evidence available, the post does indeed relate to a skills shortage in the area.

Priority Four – Catchment Area

Children who normally reside with a parent or person with parental responsibility in the defined catchment area, but will not have a sibling at the preferred school at the point of admission will be considered next. A copy of the catchment map is available in appendix 1 of this policy.

Priority Five – Non-Catchment Siblings

The definition of a sibling for these purposes is given at (4) below. The Academy reserves the right to ask for proof of relationship.

Priority Six – Contributory Feeder School (Secondary Only)

Applicants for a Year 7 place whose children attend a designated feeder primary school but do not fit into any of the above categories will be considered next.

The designated linked feeder primary schools for Astrea Academy Sheffield are proposed as:

- Astrea Academy Sheffield (Primary Phase)
- Byron Wood Primary School
- Abbeyfield Primary School
- Pye Bank CE Primary School

Parents are advised in the Composite Prospectus “A Guide for Parents” that if they choose to send their children to a non-catchment primary school, they have a lower priority for entry to the linked secondary school and that there is no guarantee of a place there.

Priority Seven – All Other Applicants

Any applicant who does not fall into one of the above categories will be considered next.

Tie-break

For any admission category that is oversubscribed there are two stages of further consideration.

Exceptional medical, social or special educational needs.

Where exceptional medical, social or special educational needs are demonstrated and supported by a professional, an application may be prioritised by the Trust but only within its admission category. It is the parent’s/ applicant’s responsibility to provide supporting evidence.

The parent/applicant must supply sufficient supporting evidence from relevant professionals at the time of the original application, for the Trust to consider whether an individual case constitutes exceptional circumstances to be prioritised.

In any event, the evidence must support the view that the child must attend the school applied for and that they could not have their needs met at any other school.

Distance

Where exceptional circumstances are not demonstrated, the final tie-breaker will be the distance from the home address to the school building.

This is a straight line measurement from the home address to the central point within the footprint of the main school building.

Where the remaining place could be made for a number of children living equidistant from the school the determination of the single offer will be made by random allocation:

The Random Allocation will:

Be independently supervised by a representative of the Local Authority Legal and Governance Service, and will take place on a date and time notified in advance to the participating parents so that they can attend as witnesses.

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(1) A Looked After Child is a child who is (a) in care of the Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (see definitions in Section 22(1) of the Childrens Act 1989).

Meadowhead School – Oversubscription Criteria Initial Admission into Secondary School at the Normal Admission Date

Diocese of Hallam Admissions Policy for All Saints Catholic High School for the Admissions Year 2020/21

Students attending junior or primary schools will normally transfer to secondary schools at the age of 11+.

Discriminator

A pupil may be prioritised within their admission category if they provide third party evidence in support of their application **and** the circumstances are deemed to be exceptional by the Admission Committee.

If exceptional circumstances do not apply the discriminator will be distance from the home address to Meadowhead School measured in a straight line.

**A child will only be afforded “sibling” status if the older sibling has attended the school prior to sixth form*

**** The Feeder Primary Schools for Meadowhead School are:-**

- *Abbey Lane*
- *Bradway*
- *Greenhill*
- *Lowedges*
- *Lower Meadow*
- *Norton Free*
- *Woodseats*

Admissions for September 2020

The Local Authority allocates places at Meadowhead School on based on agreed and published admission criteria.

From September 2020 onwards the admission criteria for Meadowhead School will be as follows:-

1. Children Looked After (CLA) or previously Children Looked After.
2. Pupils living in the Catchment area, with a sibling* who is already attending Meadowhead School, and will still be on roll when the Y6 pupil transfers to Meadowhead School.
3. Pupils living in the Catchment area and currently attending a Feeder Primary School**.
4. Pupils living in the Catchment area only.
5. Children who do not live in the catchment area who will have siblings* attending the school on the day of admission.
6. Children who do not live in the catchment area but attend a designated feeder primary school.
7. All other applications.

Address: Granville Road, S2 2RJ

Headteacher: Mr S Pender

Telephone/Fax: 0114 272 4851 / 0114 276 5371

Email: enquiries@allsaintslearning.co.uk

Website: www.allsaints.sheffield.sch.uk

Religious Affiliation: Roman Catholic

School Category: Co-educational,
Catholic Voluntary Academy

Age Range: 11-18

Admission Number for Y7: 205

**Anticipated number of pupils:
on roll at September 2020** 1,410

All Saints' Catholic High School was founded by the Diocese of Hallam to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance

with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 205 pupils to year 7 in the school year which begins in September 2020.

Of these 205 places a maximum of 200 places is prioritised for children in categories 1-8 inclusive, of which a maximum of 170 places is prioritised for Catholic children (categories 1-3 inclusive).

Oversubscription Criteria (categories)

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who attend a designated feeder school. (see notes 3&4)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)

5. Catechumens and members of an Eastern Christian Church who attend a designated feeder school. (see notes 4,5&6)
6. Other catechumens and members of an Eastern Christian Church. (see notes 5&6)
7. Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader who attend a designated feeder school. (see notes 4&7)
8. Other children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader. (see note 7)
9. Children of other faiths whose membership is evidenced by a minister of religion or other religious leader who attend a designated feeder school. (see notes 4&8)
10. Other children of other faiths whose membership is evidenced by a minister of religion or other religious leader. (see note 8)
11. Any other children who attend a designated feeder school. (see note 4)
12. Any other children.

Within each of the categories listed above, the following provision will be applied:

(i) The attendance of a sibling at All Saints Catholic High School at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made. (see note 9).

In any year where there are more applications than the available 205 places, allocation will be according to the above order of priority.

In the event that there are fewer than 170 Catholic applicants the excess places will be made available according to the order of priority. If however there are more than 170 Catholic applicants the tie-break will be employed as appropriate and allocation of the remaining 35 places will recommence from category 4 onwards.

Similarly, in the event that there are fewer than 200 applicants within categories 1-8 the excess places will be made available according to the order of priority. If however there are more than 200 applicants within categories 1-8 the tie-break will be employed as appropriate and allocation of the remaining 5 places will recommence from category 9 onwards.

Tie Break

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria in category order.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you **must** complete a Common Application Form available from the local authority in which you live. You are also requested to complete the School's Supplementary Information Form (SIF) if you wish to apply under oversubscription criteria 1-3 or 5-10. The SIF should be returned to:

Mrs N J Brady
All Saints Catholic High School
Granville Road
Sheffield
S2 2RJ

by 31 October 2019.

You are strongly advised to apply for three schools on the Common Application Form and you should list them in your preferred order.

For Catholic children specifically wanting a Catholic education you should consider listing both Sheffield Catholic schools as provision for places is across the two schools.

You will be advised of the outcome of your application on 1 March 2020 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be afforded the appropriate priority and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31 October 2019.

Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mrs N J Brady, All Saints Catholic High School, Granville Road, Sheffield, S2 2RJ at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the

opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the Summer term.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications are co-ordinated by the Local Authority.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending

the school the place itself, where it is satisfied that the offer or the place was obtained fraudulently.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014 specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.
For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining

written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

4. The designated feeder schools for All Saints Catholic High School are:
Emmaus Catholic and C of E Primary School
St John Fisher Catholic Primary School
St Joseph's Catholic Primary School
St Patrick's Catholic Primary School
St Thomas of Canterbury Catholic Primary School
St Theresa's Catholic Primary School
St Wilfrid's Catholic Primary School
For the purposes of this admission policy, attendance at a feeder primary school also includes those Catholic children who were living within the catchment area of a designated All Saints feeder school whose application to that feeder school was unsuccessful due to oversubscription of Catholics. This would normally be evidenced by a letter of rejection from the feeder primary school and a copy of the appropriate evidence that they met the admission criteria for that school at the time of application.
5. 'catechumen' means a member of the catechuminate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.
6. 'Eastern Christian Church' includes Orthodox and Oriental Churches,

as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Details of those Eastern Christian Churches listed by the Pontifical Council for promoting Christian Unity are available from the Diocesan Schools' Department.

7. 'children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and Churches Together in Wales (CYTŪN) are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
8. 'children of other faiths' means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to

include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'sibling' includes:

- all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

In circumstances where an older sibling attends a school sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

10. 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. A child's 'home address' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have a shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Please note:

If you have any queries about completing the application form, then please contact the headteacher of your child's primary school, the Clerk to the Governors of All Saints Catholic High School on 0114 2743537 or the Diocesan Schools' Department on 0114 2566440 or email schools@hallam-diocese.com.

Admissions Policy for Notre Dame High School for the Admission Year 2020/ 2021

Address:	Fulwood Road, Sheffield, S10 3BT
Headteacher:	S Davies
Telephone/Fax:	0114 230 2536 / 0114 230 8833
Email:	school@notredame-high.co.uk
Website:	www.notredame-high.co.uk
Religious Affiliation:	Roman Catholic
School Category:	Voluntary Aided Co-educational
Age Range:	11-18
Admission Number for Y7:	210
Anticipated number of pupils on roll at September 2020:	1328

Notre Dame High School was founded by the Diocese of Hallam to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements. The governing body has set its admission number at 210 pupils to year 7 in the school year which begins in September 2020. Of these places, a maximum of 200 are prioritised for children in categories 1 to 8 inclusive in the oversubscription criteria below, of which a maximum of 170 places are prioritised for Catholic children, covered by categories 1 to 3.

Oversubscription Criteria (categories)

In any year where there are more than 210 applications, places will be allocated in the order of priority described by the oversubscription criteria below, with the following provisions:

- If there are more than 170 Catholic applicants then the tie-break will be employed in the category (category 1, 2 or 3) where 170 Catholic places is reached. Places will then be allocated in order of priority from category 4 onwards.

- If the total number of places allocated reaches 200 before all applicants covered by categories 1 to 8 have been allocated a place, then the tie-break will be employed in the category where the total number of 200 places is reached. Places will then be allocated in order of priority from category 9 onwards, with the tie break being employed in the category where the total number of allocated places reaches 210.
1. Catholic looked after or previously looked after children (see notes 2 & 3)
 2. Catholic children (see note 3) who attend a feeder school of Notre Dame (see note 4)
 3. Other Catholic children (see note 3)
 4. Other looked after or previously looked after children (see note 5)
 5. Catechumens or members of an Eastern Christian Church (see notes 5&6) who attend a feeder school of Notre Dame at the time of application
 6. Other Catechumens and members of an Eastern Christian Church (see notes 5&6)
 7. Children of other Christian denominations whose membership is evidenced by a minister of religion or other religious leader (see note 7) and who attend a feeder school of Notre Dame (see note 4)
 8. Other children of Christian denominations whose membership is evidenced by a minister of religion or other religious leader (see note 7)
 9. Children of other faiths whose membership is evidenced by a minister of religion or other religious leader (see note 8) and who attend a feeder school of Notre Dame (see note 4)
 10. Other children of other faiths whose membership is evidenced by a minister of religion or other religious leader (see note 8)

11. Any other children who attend a feeder school of Notre Dame (see note 4)

12. Any other children

Within all categories listed above, the following provision will be applied:

A child who has a sibling (see note 9) attending Notre Dame High School at the time of enrolment will be placed at the top of the category in which the application is made.

Tie Break

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be carried out by an independent body.

If your child is unsuccessful in gaining a place at Notre Dame High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria in category order.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

Application of the tie break (random allocation) in the case of twins, triplets, etc.

Where a child receives a place by random allocation, but one or more of their siblings does not, then those siblings who did not gain a place will be admitted over and above the admissions number for the school, so there will be no further impact on the availability of places for children in the same or subsequent categories.

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a statement of Special Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also requested to complete the Supplementary Information Form if you wish to apply under oversubscription criteria 1 to 11. The Supplementary Information Form should be returned to:

Mrs S Giles
Notre Dame High School
Fulwood Road
Sheffield S10 3RJ

by 31 October 2019.

You are strongly advised to apply for three schools on the Common Application Form and you should list them in your preferred order.

For Catholic children specifically wanting a Catholic education you should consider listing both Sheffield Catholic schools as provision for places is across the two schools.

You will be advised of the outcome of your application on 1 March 2020 or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the

oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be afforded the appropriate priority and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 31st October 2019.

Late Applications

Late applications will be administered in accordance with your home Local Authority Secondary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any such request should be made in writing to Mrs S Giles, Notre Dame High School Fulwood Road Sheffield S10 3BT at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until the last day of the Summer term.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Applications are co-ordinated by the Local Authority.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power even where admitting the child would mean exceeding the published admission number.

The governing body reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Education Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014. Specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.
- A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

4. The current feeder schools for Notre Dame High School are:
St Ann's Catholic Primary School
St Catherine's Catholic Primary School
St Marie's Catholic Primary School
St Mary's Catholic Primary School
St Thomas More's Catholic Primary School
Sacred Heart Catholic Primary School
St Wilfrid's Catholic Primary School – (Joint Designation with All Saints)
For the purposes of this admission policy, attendance at a feeder primary school includes those Catholic children, who were living in the catchment of a Notre Dame Feeder School whose application to that school was unsuccessful due to oversubscription of Catholics. This would normally be evidenced by a letter of rejection from the feeder primary school and a copy of the application which demonstrates that the child would have met the admission criteria for that school at the time of application.
5. 'catechumen' means a member of the catechumenate of a Catholic Church.

This will normally be evidenced by a certificate of reception into the order of catechumens.

6. 'Eastern Christian Church' includes Orthodox and Oriental Churches as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.
Details of those Eastern Christian Churches listed by the Pontifical Council for promoting Christian Unity is available from the Diocesan Schools' Department.
7. 'children of other Christian denominations' means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.
All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
8. 'children of other faiths' means children who are members of a religious community that does not fall

within the definition of 'other Christian denominations' at 7 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

- A religion which involves belief in more than one God, and
- A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

9. 'sibling' includes:

- all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
- the child of a parent's partner where that child for whom the school place is sought lives for at least part of the week in the same family unit at the same home address as child who is the subject of the application.

In circumstances where an older sibling attends a school sixth form, sibling priority will only be afforded if the older sibling attended the school prior to Y12.

10. 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

11. A child's 'home address' refers to the address where the child usually lives with a parent or carer, and will be the address provided in the Common Application Form (CAF). Where parents have shared responsibility for a child, and the child lives for part of

the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Please note:

If you have any queries about completing the application form, then please contact the headteacher of your child's primary school, the Clerk to the Governors of Notre Dame Catholic High School on 0114 2743537 or the Diocesan Schools' Department on 0114 2566440 or email schools@hallam-diocese.com

Admissions Policy for UTC Sheffield City Centre for the Admission Year 2020/2021

Address:	111 Matilda Street, Sheffield S1 4QF
Headteacher:	Mr Alex Reynolds
Telephone/Fax:	0114 260 3970
Email:	admin@utcsheffield.org.uk
Website:	www.utcsheffield.org.uk
School Category:	Co-educational
Age Range:	13-19
Admission Number for Y9:	100 Y10 - 120
Admission Number for Y12:	60 (external)
Anticipated number of pupils on roll at September 2020:	536

Overall Approach

UTC Sheffield City Centre will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

In developing our admissions policy, we have struck a fair balance between Sheffield and its neighbours, and provided a fair spread of places across the region the UTC covers. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

Admission Numbers

In 2020/2021 UTC Sheffield City Centre will admit 100 students into Year 9.

For Year 12, there will be 160 places available.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements. Therefore, there will a minimum of 60 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year, more if not all Y11 students transfer, up to the overall 160 place capacity.

Admissions above these numbers would only occur in exceptional cases.

Catchment Area

UTC Sheffield City Centre is designed for the benefit of the whole Sheffield City Region and our admissions process reflects this. Sheffield City Region is comprised of the nine local authority areas of Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham and Sheffield.

Students who reside outside Sheffield City Region can also apply to the UTC. Such applicants will be treated as if they were resident in the nearest area to them within the Region.

Year 9 (Post-13) Admissions

If the number of applicants to the UTC Sheffield City Centre for Year 9 entry is 100 or less, then all applicants will be admitted.

Specialisms

All students for Year 9 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 75 places available
- For Creative & Digital Media there will be 25 places available

If there are insufficient applicants for places in one specialism, these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

All students with an Education Health and Care Plan naming the UTC will be admitted.

If there are more applicants than places, then the following arrangements will apply:

1. Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.

2. All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 9 students at schools in that area.
3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The following table shows the number of places available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 9 applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	6
3	S70 – S75, HD8, HD9	Barnsley	10
4	S60 – S66, S25-26	Rotherham	20
5	S40 – S49	Chesterfield and NE Derbyshire	10
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	11
7	S5, S7-8, S10, S14, S18	Sheffield B	13
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11

Year 12 (Post-16) admissions

Y12 Student numbers

For 2020/21 Year 12 capacity will be 160 places. A minimum of 60 places (PAN) will be available for new applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to new external applicants.

Y12 Levels of Study

Of the 160 places for Year 12, 140 will be for students following Level 3 courses and 20 for students following a Level 2 programme. For those students admitted to Year 12 at Level 2 we will endeavour, wherever possible, to enable their progression onto a Level 3 programme, including the option of following a three-year Post-16 programme rather than the usual two years.

Any unfilled places at one level of study will be added to the places available for the other level.

Y12 Entry Requirements - Level 2 admissions

The minimum entry requirements for Level 2 admission, whether transferring internally or applying from outside, will be 4 GCSEs at Grade 3, or equivalent, including English and Maths (and Science for studying Engineering & Manufacturing).

Y12 Entry Requirements - Level 3 admissions

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4 or above, including English and Maths (and Science for studying Engineering & Manufacturing), for Level 3 courses. There may be additional requirements to follow specific courses, details of which will be published in advance in the UTC Prospectus.

Y12 Entry Requirements – exceptions

Children who for reasons of bereavement, serious illness, or other adverse factors, where there is written evidence from a social worker or other relevant professional that these factors have affected the child's attainment, will have the academic entry (or progression for our own Y11 students) requirements waived. These instances will however, be rare. Any such waiver will require the approval of the UTC Board and an independent verifier.

Specialisms – Year 12

All students for Year 12 admission will be expected to apply for one of the UTC's two specialisms:

- For Engineering & Manufacturing there will be 120 places available
- For Creative & Digital Media there will be 40 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

Year 12 Admission process

The UTC's own 100 Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 60 Year 12 places will be offered to external applicants. If fewer than 100 students transfer from Year 11, additional external applicants will be admitted until the UTC reaches its Year 12 capacity of 160 places.

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements will be admitted.

For each Y12 specialism and level of study, admission of external applicants will then be in the following order:

- Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
 - All other applicants who meet the entry criteria will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 11 students at schools in that area.
 - If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
 - Places in each over-subscribed area will then be allocated randomly.
- The following table shows the percentage of places for Y12 external applicants available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

District no.	Postcode district (home address of applicant):	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Percentage share of places available to Year 12 applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19%
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	7%
3	S70 – S75, HD8, HD9	Barnsley	10%
4	S60 – S66, S25-26	Rotherham	21%
5	S40 – S49	Chesterfield and NE Derbyshire	10%
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	10%
7	S5, S7-8, S10, S14, S18	Sheffield B	12%
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11%

Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code.

Appeals will be conducted independently of the Sheffield UTC Academy Trust. Please contact us: admin@utcsheffield.org.uk

Waiting lists

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first half term (October) after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available, they will be allocated to those on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a place becomes available.

Verification of random allocation processes

All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

Sponsorship

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

Making an application

For both age group applications will fit into Sheffield City Council's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC. These details will also be made available for

inclusion in the combined information published by all the local authorities covered by UTC admissions;

For Year 9 entry, application forms will be provided via the UTC web-site for return by **31 October** to the UTC who will share the information with Sheffield City Council.

In addition, application forms can be downloaded from the UTC website at www.city.utcsheffield.org.uk or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda St, Sheffield, S1 4QF or by telephoning 0114 260 3970.

- Decisions on applications will be made during February and notified to parents, and applicants' home local authorities, on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website www.cityutcsheffield.org.uk

For Year 12 entry, application should be made through the on-line application system and for those who do not have access they can be downloaded from the UTC website at www.city.utcsheffield.org.uk or you can get a hard copy from UTC Sheffield City Centre, 111 Matilda Street, Sheffield, S1 4QF or by telephoning 0114 260 3970.

The closing date for Year 12 applications is **31st January**.

- Decisions on applications will be made during February and notified to students and parents on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website www.city.utcsheffield.org.uk

Admissions Policy for UTC Sheffield Olympic Legacy Park for the Admission Year 2020/2021

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Address:	2 Old Hall Road, Sheffield S9 3TU
Headteacher:	Dr Sarah Clark
Telephone/Fax:	0114 260 3940
Email:	adminolp@utcsheffield.org.uk
Website:	www.utcsheffield.org.uk
School Category:	Co-educational
Age Range:	13-19
Admission Number for Y9:	100 Y10:120
Admission Number for Y12:	60 (external applicants)
Anticipated number of pupils on roll at September 2019:	470

Overall Approach

UTC Sheffield Olympic Legacy Park (OLP) will follow the statutory school admissions and appeal codes. These proposals are based on the current code but will be reviewed in the light of any future changes in the law.

In developing our admissions policy, we have struck a fair balance between Sheffield and its neighbours, and provided a fair spread of places across the region the UTC covers. We have also ensured that no individual will be advantaged in gaining admission to the UTC by virtue of where they live.

Admission Numbers

In 2020/2021 UTC Sheffield OLP will be fully operational will admit 100 students into Year 9.

For Year 12, there will be 160 places available.

There will be an automatic right of transfer to Year 12 from Year 11 for UTC students who meet the academic entry requirements. Therefore, there will a minimum of 60 Year 12 places (PAN - Published Admission Number) available for new entrants to the UTC each year,

more if not all Year 11 students transfer, up to the overall 160 place capacity.

Admissions above these numbers would only occur in exceptional cases.

Catchment Area

UTC Sheffield is designed for the benefit of the whole Sheffield City Region and our admissions process reflects this. Sheffield City Region is comprised of the nine local authority areas of Barnsley, Bassetlaw, Bolsover, Chesterfield, Derbyshire Dales, Doncaster, North East Derbyshire, Rotherham and Sheffield.

Students who reside outside Sheffield City Region can also apply to the UTC. Such applicants will be treated as if they were resident in the nearest area to them within the Region.

Year 9 (post-13) Admissions

If the number of applicants to the UTC for Year 9 entry is 100 or less, then all applicants will be admitted.

Specialisms

All students for Year 9 admission will be expected to apply for one of the UTC's two specialisms:

- For Health & Sports Sciences there will be 60 places available
- For Computing there will be 40 places available.

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

All students with an Education Health and Care Plan naming the UTC will be admitted.

If there are more applicants than places, then the following arrangements will apply:

1. Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.

2. All other applicants will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 8 students at schools in that area.

3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.

4. Places in each over-subscribed area will then be allocated randomly.

The following table shows the number of places available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

District no.	Postcode district:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Number of places available to Year 9 applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	6
3	S70 – S75, HD8, HD9	Barnsley	10
4	S60 – S66, S25-26	Rotherham	20
5	S40 – S49	Chesterfield and NE Derbyshire	10
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	11
7	S5, S7-8, S10, S14, S18	Sheffield B	13
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11

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Year 12 (Post-16) admissions

Y12 Student numbers

For 2020/21 Year 12 capacity will be 160 places. A minimum of 60 places (PAN) will be available for new applicants. Places not filled by current UTC students wishing to continue into Year 12 will also be made available to new external applicants.

Y12 Levels of Study

There will be up to 160 places for students following Level 3 courses, a small number of L2 places (up to 20 places) maybe available from GCSE results day, if sufficient capacity is available after allocation of L3 places in terms of specialist staff and facilities. Such places will be made available firstly to UTC Y11 students and then to external applicants applying before 31st January who have not met the L3 entry requirement in the first instance.

Y12 Entry Requirements - Level 2 admissions

The minimum entry requirements for Level 2 admission, whether transferring internally or applying from outside, will be 4 GCSEs at Grade 3, or equivalents, including English and Maths (and Science for studying Health & Sports Sciences).

Y12 Entry Requirements - Level 3 admissions

Applicants for a Level 3 programme, whether transferring internally or applying from outside, will need to meet a minimum entry requirement of 5 GCSE passes at grade 4, including English and Maths (and Science for studying Health & Sports Sciences), for Level 3 courses. There may be additional requirements to follow specific courses, details of which will be published in advance in the UTC Prospectus.

Y12 Entry Requirements – exceptions

Children who for reasons of bereavement, serious illness, or other adverse factors, where there is written evidence from a social worker or other relevant professional that these factors have affected the child's attainment, will have the academic entry (or progression for our own Y11 students) requirements waived. These instances will, however, be rare. Any such waiver will require the approval of the UTC Board and of an independent verifier.

Specialisms – Year 12

All students for Year 12 admission will be expected to apply for one of the UTC's two specialisms:

- For Health & Sports Sciences there will be 100 places available
- For Computing there will be 60 places available

If there are insufficient applicants for places in one specialism these will be added to the places available for the other specialism up to a maximum of an additional 15% in either specialism due to restrictions of the building.

Year 12 Admission process

The UTC's own 100 Year 11 students who meet the entry requirements will be able to transfer to Year 12. The remaining 60 Year 12 places will be offered to external applicants. If fewer than 100 students transfer from Year 11, additional external applicants will be admitted until the UTC reaches its Year 12 capacity of 160 places.

All students with an Education Health and Care Plan naming the UTC and who meet the minimum entry requirements will be admitted.

For each Y12 specialism and level of study, admission of external applicants will then be in the following order:

1. Any Looked After Children in the care of a local authority and previously Looked After Children who wish to attend the UTC, will first be admitted regardless of where they are resident.
2. All other applicants who meet the entry criteria will be allocated to one of eight areas covering Sheffield City Region, according to their home postcode. Each area has a share of places according to the number of Year 11 students at schools in that area.
3. If some areas have unfilled places these will be shared out across over-subscribed areas, in proportion to the number of applicants in each, thereby increasing the number of places available in these areas.
4. Places in each over-subscribed area will then be allocated randomly.

The following table shows the percentage of places for Y12 external applicants available to each postcode area, before any unfilled places are shared out. Places for Looked After Children are included in these numbers.

District no.	Postcode district (home address of applicant:	Approximate main area covered (NB: postcodes boundaries do not align with council areas)	Percentage share of places available to Year 12 external applicants
1	DN 1 – 14, DN21, DN22, WF8	Doncaster	19%
2	DE4, DE45, DE55, DE56, DE6, SK17, ST14, NG16, NG19, NG20, NG22, NG23, S80, S81	Bassetlaw, Bolsover and Derbyshire Dales	7%
3	S70 – S75, HD8, HD9	Barnsley	10%
4	S60 – S66, S25-26	Rotherham	21%
5	S40 – S49	Chesterfield and NE Derbyshire	10%
6	S1-4, S9, S12-13, S20-21, S96-99	Sheffield A	10%
7	S5, S7-8, S10, S14, S18	Sheffield B	12%
8	S6, S11, S17, S32-33, S35-36	Sheffield C	11%

Appeals

Unsuccessful applicants will have a right of appeal to an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code.

Appeals will be conducted independently of the UTC by Sheffield City Council. Please contact us: admin@utcsheffield.org.uk

Waiting lists

Where in any year the UTC receives more eligible applications than there are places available, a waiting list will be maintained by the UTC until the end of the first half term (October) after the start of the school year. It will be open to any parent to ask for their child's name to be placed on the waiting list. If and when places become available they will be allocated to those on the waiting list in accordance with the oversubscription criteria. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a place becomes available.

Verification of random allocation processes

All processes of random allocation under these arrangements will be supervised by someone independent of the UTC.

Sponsorship

The UTC promotes close employer involvement in learning, and as part of this some employers may wish to sponsor individual students. Any sponsorship will take place after admission and will not be part of the admissions arrangements. Students sponsored in Years 9, 10 or 11 will only be able to transfer to Year 12 if they meet the general entry requirements set out above.

Making an application

For both age group applications will fit into Sheffield City Council's timetable for applications each year. Arrangements will include:

- Publication of a prospectus by September each year containing information for applicants wishing to join the UTC the following September, including admissions arrangements and details of open evening and opportunities to visit the UTC. These details will also be made available for

inclusion in the combined information published by all the local authorities covered by UTC admissions;

For Year 9 entry, application forms will be provided via the UTC web-site for return by **31 October** to the UTC and the information will be shared with Sheffield City Council.

In addition, applications forms can be downloaded from the UTC website at www.olp.utcsheffield.org.uk or you can get a hard copy from UTC Sheffield OLP, 2 Old Hall Road, Sheffield, S9 3TU or by telephoning 01142603940.

- Decisions on applications will be made during February and notified to parents, and applicants' home local authorities, on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website www.olp.utcsheffield.org.uk

For Year 12 entry, application should be made through an on-line application and for those who do not have access they can be downloaded from the UTC website at www.olp.utcsheffield.org.uk or you can get a hard copy from UTC Sheffield OLP, 2 Old Hall Road, Sheffield, S9 3TU or by telephoning 01142603940.

The closing date for year 12 applications is **31st January**.

- Decisions on applications will be made during February and notified to students and parents on or around 1 March.

The application and notification dates may vary in conformance with any timetable variations to application processes made by Sheffield City Council. Full information will be published each year on the UTC's website www.olp.utcsheffield.org.uk

Co-ordinated Sixth Form Admission System for External Students

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Bradfield School, Forge Valley School, High Storrs School, King Edward Community Secondary, King Ecgbert Academy, Meadowhead Academy, Notre Dame Catholic High School, Sheffield Park Academy, Silverdale School and Tipton School.

The Local Authority is the "Admission Authority" for King Edward VII Community School. It is responsible for determining the admission arrangements for external applicants to both school sixth forms.

The remaining schools are their own "Admission Authority" and responsible for setting their own admission oversubscription criteria, details are provided below.

Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria. Students may only hold one 6th form offer. If you intend to stay at your current 6th form school, you do not need to apply for an alternative place at another 6th form.

The Co-ordinated Admission Arrangements

Application Procedure

Most students will be able to apply using Sheffield Progress through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer
Peoples' Service
Floor 5
West Wing
Moorfoot
Sheffield
S1 4PL

Application Timescale for Admission to the 2020/21 Academic Year

Autumn Term 2019

All open evenings are to be held in November 2019. Please check with the individual school website for details

Closing Date

31 January 2020

Allocation Date

25 February 2020

Available places for External Students

The minimum number of places available at each school for external applicants from September 2020 is as follows:

School	Admission Number
All Saints Catholic High School	100
Bradfield School	70
Forge Valley School	150
High Storrs School	130
King Ecgbert Academy	100
King Edward VII Community School	200
Meadowhead School Academy Trust	30
Notre Dame Catholic High School	120
Sheffield Park Academy	20
Silverdale School	120
Tapton School	150

Admission Oversubscription Criteria for Community Schools

The following arrangements apply for King Edward VII Community School and is determined by the Local Authority.

All other sixth form schools are responsible for setting their own admission arrangements. All schools have agreed to follow the Authority's criteria as set out below:

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria.

Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate

family bereavement in examination season. This category may also include students who are or who have been "In Care" and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Local Authority Oversubscription Criteria

Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. All other students who are predicted to meet the minimum entry requirement of 5 subjects at grade 4-9 including English and Maths. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Applications received after the closing date will be placed on a waiting list and will be considered after those received on time for any places that become available.

Bradfield and Silverdale have agreed the same criteria as the Local Authority. Forge Valley, King Ecgbert and Tapton have agreed the same criteria as the Local Authority with the exception that they have designated feeder schools. Students attending the named feeder school have a higher priority, details are confirmed below:

Admission Oversubscription Criteria for Forge Valley School

The full policy is available from the School.

Oversubscription Criteria

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below.

Exceptional circumstances

2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement, of 5 subjects at grade 4-9 including English who attend Chaucer or Tapton School. Some subjects will also require a minimum subject grade at GCSE. Please see details in school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and Forge Valley.
4. Any other student who is predicted

to meet the general minimum entry requirement of 5 subjects at grade 4-9 including English. Some subjects will also require a minimum subject grade at GCSE. Please see details in school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and Forge Valley School.

- If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to Forge Valley School.

Admission Oversubscription Criteria for High Storrs School

The Local Authority acts as the coordinating body for managing applications on behalf of all external students (students entering High Storrs for the first time).

Admissions process

The Local Authority and schools are committed to providing a fully coordinated admission service for new entry to Sixth Form schools. The intention is to make the process easier and more consistent for students and parents. More information about the admissions process can be found in Sheffield Secondary Admissions Team's Guide for Parents.

Entry requirements

- Minimum entry requirements apply equally to internal and external applicants.

- A minimum entry requirement for entry to High Storrs Sixth Form is five GCSE passes at grades 4 – 9, including English Language and Mathematics.
- There are further minimum requirements for specific courses. These grades are reflective of the standard that a student must achieve at GCSE to demonstrate the ability to pursue a given subject at A Level to a successful outcome. More information about these entry requirements is available in the High Storrs Sixth Form Prospectus and on the Sixth Form area of the High Storrs website.

Internal applicants

Students wishing to enter High Storrs Sixth Form who already attend High Storrs School will be routinely offered place so long as they meet the minimum and subject-specific entry criteria.

External applicants

High Storrs aims to offer a minimum of 150 places for external students each year. More information can be found in Sheffield Secondary Admissions Team's Guide for Parents.

Admission Oversubscription Criteria for High Storrs School

We aim to offer a place to all external applicants who wish to study at High Storrs Sixth Form. Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:

- CLA (Child Looked After) Students - this category also includes students who were previously in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being in care. Exceptional circumstances may be considered.

- All other students.

If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within Minerva Learning Trust and those who live closest to the school. All distances will be measured in a straight line from home to High Storrs School.

Exceptional Circumstances

- It is important that appropriate provision is made for students in exceptional circumstances. For some applicants High Storrs may exercise reasonable discretion for an individual young person who could benefit from the programme offered by High Storrs but because his/her exceptional circumstances has not met the minimum entry criteria.
- Students who request that exceptional circumstances be taken into account should contact the school directly to discuss their application. Such applications would require careful discussion on a case-by-case basis and will usually be supported by evidence from a healthcare or medical professional.
- The incidence of such cases is expected to be low.

Additional applicants

Students who are applying to restart Sixth Form, i.e. are older than Year 11 age, should contact the school directly to discuss their application in the first instance. Such applications will be considered on a case-by-case basis.

Students currently studying at High Storrs Sixth Form in Year 13 who wish to restart Year 12 or make amendments to their programme of study should contact the Sixth Form Office to discuss this. Such requests will be considered on a case-by-case basis. Please note that attendance and Attitude to Learning (A2L) will always be taken in account in such situations.

Offers and Enrolment

Offers made to students within the LEA timeline are conditional, based upon the student's predicted grades at the time of application.

Students should contact the LEA during the application process if they wish to appeal a conditional offer not being made by High Storrs Sixth Form.

Students will only be able to enrol when they provide evidence of their GCSE results to show that they meet both the minimum and subject specific entry requirements.

Conditional offers will be withdrawn if students don't meet the entry requirements. Offers will also be withdrawn on September 1st if students have not been in contact with High Storrs Sixth Form to confirm their place following their GCSE results.

Admission Oversubscription Criteria for King Egbert School - Mercia Learning Trust

- Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
- Students facing exceptional circumstances as described above.
- Students who are predicted to meet the general minimum entry requirement of 5 subjects at 4-9

specific entry requirements who attend Newfield Secondary School. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and King Ecgbert.

4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at 4 - 9 specific entry requirements. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and King Ecgbert School.
5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Admission Oversubscription Criteria for Meadowhead School Academy Trust

- Minimum Entry Requirements apply equally to internal and external applicants.
- A minimum entry requirement for entry to the sixth form is 5 GCSE passes at 4-9 including English and Mathematics.
- A further minimum requirement in specific subjects for specific courses

has been set by Meadowhead School. These required grades will be reflective of the standard that a student must achieve at GCSE to demonstrate the ability to pursue a given subject at A and BTEC level 3 to a successful outcome. More information is available from the school.

Exceptional Circumstances

- It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered by the sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.
- These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.
- We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.
- These exceptional circumstances will be considered on an individual basis and may include long term illness;

immediate family bereavement in the examination season. This category may also include students who are or who have been "In Care" and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Oversubscription Criteria

- Where there are more applications from external candidates than there are places, places (subject to meeting the entry requirements) will be offered in the following order:
 1. Students In Care – this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below.
 2. All other students who are predicted to meet the minimum entry requirement of 5 4-9 GCSE passes. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus.
 3. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to Meadowhead School.

Admission Oversubscription Criteria for Siverdale School

1. Students In Care – this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9, including English and Maths, who attend Westfield School. Students from Westfield School are considered to be internal candidates as part of Chorus Education Trust. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight line distance between the home address and Silverdale.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9, including English and Maths. Some subjects will also require a minimum subject grade at GCSE. Please see details in the school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight line distance between home and Silverdale School.
5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those

students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Admission oversubscription criteria for Tapton School

1. Students In Care - this category also includes students who were previously In Care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order immediately after being In Care. The student should meet the minimum entry criteria described below. Exceptional circumstances may be considered.
2. Students facing exceptional circumstances as described above.
3. Students who are predicted to meet the general minimum entry requirement, of 5 subjects at grade 4-9 who attend a school which is part of the Tapton School Academy Trust. Some subjects will also require a minimum subject grade at GCSE. Certain combination of subjects will also require a minimum GCSE average point score entry requirement. Please see details in school prospectus. In the event of there being insufficient places for students from this school the tiebreaker would be straight-line distance between the home address and Tapton.
4. Any other student who is predicted to meet the general minimum entry requirement of 5 subjects at grade 4-9. Some subjects will also require a minimum subject grade at GCSE. Certain combination of subjects will also require a minimum

GCSE average point score entry requirement. Please see details in school prospectus. In the event of there being insufficient places for students from these schools the tiebreaker would be straight-line distance between home and Tapton School.

5. If an entire category cannot be admitted without exceeding the number of places available then places will be offered to those students within the category that live closest to the school. All distances will be measured in a straight line from home to school.

Admission oversubscription criteria for All Saints Catholic High School

Co-ordinated Sixth Form Admission System for External Students 2020/21

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents/carers. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for

the first time) for the following schools:

All Saints Catholic High School, Astrea Academy, Bradfield School, Forge Valley School, High Storrs School, King Edward VII Community School, King Egbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Silverdale School and Tapton School.

The Local Authority is the Admission Authority for King Edward VII Community School. It is responsible for determining the admission arrangements for external applicants to the sixth form.

The remaining schools are their own Admission Authority and responsible for setting their own admission oversubscription criteria, details are provided below.

Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

The Co-ordinated Admission Arrangements

Application Procedure

All Sheffield students should have access to UCAS Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer
Inclusion and Learning Service
Floor 5
North Wing
Moorfoot
Sheffield S1 4PL

Application Timescale for Admission to the 2020/21 Academic Year

Autumn Term 2019

Open evenings/mornings are to be held in November 2019. Please check with

individual schools for details

Closing Date: 31 January 2020

Allocation Date: 25 February 2020

Available places for External Students

The **minimum** number of places available at All Saints Catholic High School for external applicants from September 2020 is 100

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include

students who are or who have been Looked After and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school.

Admission oversubscription criteria for All Saints Catholic High School

Criteria for Admission

Category 1

Looked After Catholic students (Footnotes 1 & 2)

Category 2

Catholic students (Footnote 2)

Category 3

Other Looked After students (Footnote 1)

Category 4

Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)

Category 5

All other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2020-21.

Oversubscription

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at All Saints Catholic High School, he/she will be placed onto the school's waiting list, which will be maintained

according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place.

Minimum Entry Requirement

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2020/21 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a **minimum entry requirement** for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is **normally 5 or more grades 4-9 at GCSE** including English Language and Mathematics (except under exceptional circumstances)
- A further minimum requirement may be set in terms of the **required subject grade** for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

Footnote 1

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

Footnote 2

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Footnote 3

Diocesan Feeder Schools for Admission into All Saints Catholic High School

- Notre Dame High School, Sheffield
- St Mary's High School, Chesterfield

- St Bernard's High School, Rotherham
- The McAuley School, Doncaster
- St Pius X, Wath upon Dearne
- Holy Trinity, Barnsley

Footnote 4

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Footnote 5

'Eastern Christian Church' includes Orthodox Churches, as listed by the Pontifical Council for promoting Christian Unity, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Footnote 6

Late applications will be dealt with in accordance with the LA scheme.

Footnote 7

Waiting lists will be dealt with in accordance with the LA Scheme.

Footnote 8

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent/carer, which has effectively denied a place to a student with a stronger claim to a place at the school, the offer of a place may be withdrawn.
2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.
3. Where a place or an offer has been

withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Appeals against any decision to refuse admission

If a place is not available, parents/carers have the right of appeal to an independent Panel. Further information about the appeal procedures will be issued with the decision letter.

For further information regarding admissions, please contact one of the following:

Mrs Pamela Barnes, Sixth Form Admissions Officer, Local Authority

Email: pamela.barnes@sheffield.gov.uk
Tel: 0114 2735790

All Saints Catholic High School

Email: enquiries@allsaintslearning.co.uk
Tel: 0114 2724851

Admission oversubscription criteria for Notre Dame Catholic High School

The Local Authority and schools are committed to providing a fully co-ordinated admission service for new entry to sixth form schools. The intention is to make the process easier and more consistent for students and parents. Under these co-ordinated arrangements, students are only required to complete a single application and have the opportunity to express up to three preferences. The Authority will then liaise with the schools on behalf of the student in order to determine a single offer. The co-ordinated scheme ensures that open evenings, closing dates and allocation dates are consistent across all schools.

The Local Authority acts as the co-ordinating body for managing applications on behalf of all external students (students entering the school for the first time) for the following schools:

All Saints Catholic High School, Forge Valley Community School, High Storrs Community Secondary, King Edward Community Secondary, King Ecgbert Academy, Notre Dame Catholic High School, Sheffield Park Academy, Sheffield Springs Academy, Silverdale School and Tapton School.

The Local Authority is the "Admission Authority" for King Edward VII Community School. It is responsible for determining the admission arrangements for external applicants to King Edward VII Community School.

The remaining schools are their own "Admission Authority" and responsible for setting their own admission oversubscription criteria, details are provided below.

Internal Applicants

Students wishing to enter the sixth form of a school that they are already attending have an automatic right to do so as long as they meet the minimum entry criteria.

The Co-ordinated Admission Arrangements

Application Procedure

All Sheffield students should have access to UCAS Progress and should make their application through their current school. Please seek further advice from the Head of Year. Application forms can also be obtained from the Local Authority at:

Sixth Form Admission Officer
Inclusion and Learning Service
Floor 5
North Wing
Moorfoot
Sheffield S1 4PL

Application Timescale for Admission to the 2020/21 Academic Year

Autumn Term 2019

All open evenings are to be held in November 2019. Please check with individual schools for details

Closing Date: 31 January 2020

Allocation Date: 25 February 2020

Available places for External Students

The **minimum** number of places available at Notre Dame High School for **external** applicants from September 2019 is 20. More places will be available for external applicants depending on the number of internal applicants who meet the minimum entry requirements.

The maximum total number of places available is 230.

Exceptional Circumstances

It is important that appropriate provision is made for students in exceptional circumstances. For some applicants the Admission Authority may wish to exercise reasonable discretion for an individual young person who could benefit from the programme offered their sixth form but because of his/her exceptional circumstances has not met the minimum entry criteria.

These circumstances may include students with English as a Second Language where the current school can demonstrate that the pupil would benefit from attending the sixth form, but may not meet the minimum entry criteria. Any placement in this category would require careful discussion and the views of the school and any potential prejudice to the provision of efficient education and/or the efficient use of resources as a result of the placement would always be considered before a decision is made. The incidence of such cases is expected to be low.

We are aware that exceptional circumstances do sometimes affect students' grades. As such it may be that we make an offer to a student who does not achieve or is not expected to achieve the minimum entry criteria or individual subject criteria.

These exceptional circumstances will be considered on an individual basis and may include long term illness; immediate family bereavement in examination season. This category may also include students who are or who have been Looked After and students with special educational needs and/or physical disability with a requirement for adapted buildings and/or facilities which can only be met at this particular school. Admission oversubscription criteria for Notre Dame High School

Oversubscription Criteria

Should the total number of applicants who meet the minimum entry requirements exceed 230 then, once places have been allocated to internal applicants, places for external applicants will be offered in order of the following oversubscription criteria:

1. Looked After Catholic students (Footnotes 1 & 2)
2. Catholic students (Footnote 2)
3. Other Looked After students (Footnote 1)
4. Other students in Diocesan secondary schools (Footnote 3), catechumens (Footnote 4) and members of an Eastern Christian Church (Footnote 5)
5. Other students. Within this category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form schools for External Students – Academic Year 2020-21.

Oversubscription

In the event of the school reaching capacity mid category, the Governing Body as Admissions Authority will allocate places using a random computer allocation process for all of the students in that category, which will be independently monitored.

If your child is unsuccessful in gaining a place at Notre Dame High School, he/she will be placed onto the school's waiting list, which will be maintained according to the school's admissions criteria.

If a place becomes available, the applicant in the highest category will be allocated the place and where two or more applicants are in that category then random computer allocation is used to allocate the place. This will take account of any priority within the category afforded to siblings/ children from feeder schools.

Minimum Entry Requirement

The minimum entry requirements apply equally to all categories:-

In agreement with other schools, this will be based on the criteria set out in the Admissions and Oversubscription Criteria for entry to Sheffield Sixth Form Schools for External Students – Academic Year 2020/21 which sets out grades for students who are predicted to meet the general minimum entry requirement, and subject grades. Within the category there will be discretion to offer places to students facing exceptional circumstances as described in the Admissions and Oversubscription Criteria.

All students must meet a **minimum entry requirement** for entry to the sixth form:

- for all level 3 courses the minimum entry requirement is normally 5 or more grades 5-9 at GCSE including English Language and Mathematics (except under exceptional circumstances)

- A further minimum requirement may be set in terms of the required subject grade for some specific courses. These indicate the kind of performance at GCSE that is required to be successful in the post 16 course applied for. A table of school subject entry requirements is available in the prospectus.

Footnote 1

A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after, but ceased to be so because he or she was adopted, or became subject to a child arrangements order, or special guardianship order.

Footnote 2

'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child who is part of a Catholic family where a letter from a priest demonstrates that the child would have been baptised or received if it were not for their status as a looked after child (e.g. a looked after child in the process of adoption by a Catholic family).

For a child to be treated as Catholic, evidence of baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their Parish Priest who, after consulting with the Diocese, will decide how the question

of baptism is to be resolved and how written evidence is to be produced in accordance with the laws of the Church.

A list of those Eastern Catholic Churches which are in full communion with the Roman Catholic Church is available from the Diocesan Schools' Department.

Footnote 3

Diocesan Feeder Schools for Admission into Notre Dame High School

- All Saints Catholic High School, Sheffield
- St Mary's High School, Chesterfield
- St Bernard's High School, Rotherham
- The McAuley School, Doncaster
- St Pius X, Wath upon Dearne
- Holy Trinity, Barnsley

Footnote 4

'catechumen' means a member of the catechumenate of a Catholic Church. This will normally be evidenced by a certificate of reception into the order of catechumens.

Footnote 5

'Eastern Christian Church' includes Orthodox Churches, and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Footnote 6

Late applications will be dealt with in accordance with the LA scheme.

Footnote 7

Waiting lists will be dealt with in accordance with the LA Scheme.

Footnote 8

False Information

1. Where the Governing Body has made an offer of a place at this school on the basis of a fraudulent or intentionally misleading application from a parent, which has effectively denied a place to a student with

a stronger claim to a place at the school, the offer of a place may be withdrawn.

2. Where a student starts attending the school on the basis of fraudulent and intentionally misleading information the place may be withdrawn by the Governing Body, depending on the length of time that the student has been at the school.
3. Where a place or an offer has been withdrawn, the application will be re-considered, by the Governing Body and a right of independent appeal offered if the place is refused.

Appeals against any decision to refuse admission

If a place is not available, parents have the right of appeal to an independent Panel. Further information about the appeal procedures will be issued with the decision letter.

For further information regarding admissions, please contact one of the following:

Mrs Pamela Barnes, Sixth Form Admissions Officer, Local Authority

Email: pamela.barnes@sheffield.gov.uk
Tel: 0114 2735790

Notre Dame High School

Email: enquiries@notredame-high.co.uk
Tel: 0114 2302536

Other useful information

Sheffied Special Schools (secondary)

From September 2020

Name of School
Address
Tel No.
Headteacher

Bents Green Secondary (Day & Residential) (Age 11-19) (Autism and Communication Difficulties)

Ringinglow Road, Sheffield, S11 7TB
Tel: 236 3545, Fax: 235 6229
Email: enquiries@bentsgreen.sheffield.sch.uk
Headteacher – TBC.
Executive Headteacher – Mrs J Smith

Heritage Park Community School (Behavioural, emotional and social difficulties) (Age 7-16)

Norfolk Park Road, Sheffield, S2 2RU
Tel: 279 6850, Fax: 275 8476
Email: enquiries@heritagepark.sheffield.sch.uk
Executive Headteacher – Mr T Middleton
Head of School – Mr M Walsh

Holgate Meadow Community School (Behavioural, emotional and social difficulties) (Age 7-16)

Lindsay Road, Sheffield, S5 7WE
Tel: 245 6305, Fax 257 6761
Email: enquiries@holgatemcs.sheffield.sch.uk
Executive Headteacher – Mr A R Middleton
Head of School – Mr D Green

Seven Hills School (Learning difficulties and complex needs)

Granville Road, Sheffield, S2 2RJ
Tel: 274 3560, Fax 276 5371
Email: enquiries@sevenhills.sheffield.sch.uk
Headteacher – Mrs E Everitt and Mr C Rock

Talbot Specialist School (Learning difficulties and complex needs)

Lees Hall Road, Sheffield, S8 9JP
Tel: 250 7394, Fax: 250 7857
Email: enquiries@talbot.sheffield.sch.uk
Executive Headteacher – Mrs J Smith
Headteacher – Mrs C Sutcliffe

Sheffied Integrated Resources (secondary)

From September 2020

Name of School
Address
Tel No.
Headteacher

All Saints Catholic (Aided) Secondary (Physical difficulties)

Granville Road, Sheffield, S2 2RJ
Tel: 272 4851, Fax: 276 5371, Email: enquiries@allsaintslearning.co.uk
Headteacher – Ms C Scott

Birley Community College (Communication difficulties)

Birley Lane, Sheffield, S12 3BP
Tel: 239 2531, Fax: 265 5531, Email: enquiries@birleycc.sheffield.sch.uk
Headteacher – Mrs S Robinson

Ecclesfield Secondary (Hearing impaired)

Chapelton Road, Ecclesfield, Sheffield, S35 9WD
Tel: 246 1156, Fax: 257 0998, Email: enquiries@eccoschool.com
Headteacher – Mr J Wirth

Forge Valley Community School (Communication difficulties)

Wood Lane, Sheffield, S6 5HG
Tel: 234 8805, Fax: 232 4120, Email: enquiries@forgevalley.sheffield.sch.uk
Headteacher – Mr Barracough

High Storrs Secondary (Hearing impaired)

High Storrs Road, Sheffield, S11 7LH
Tel: 267 0000, Fax: 266 3624, Email: enquiries@highstorrs.sheffield.sch.uk
Headteacher – Mrs C Tasker

King Egbert Secondary (Communication difficulties)

Totley Brook Road, Sheffield, S17 3QU
Tel: 235 3855, Fax: 236 2468, Email: enquiries@ecgbert.sheffield.sch.uk
Headteacher – Mrs P Haigh

Notre Dame Catholic High (Aided) (Physical Difficulties)

Fulwood Road, Sheffield, S10 3DT
Tel: 230 2536, Fax: 230 8833, Email: school@notredame-high.co.uk
Headteacher – Mrs J Willis

Silverdale Secondary (Hearing impaired)

Bents Crescent, Sheffield, S11 9QH
Tel: 236 9991, Fax: 262 0627, Email: enquiries@silverdale.sheffield.sch.uk
Headteacher – Mrs R Paul

Tapton Secondary (Visually impaired)

Darwin Lane, Sheffield, S10 5RG
Tel: 267 1414, Fax: 294 1155, Email: enquiries@taptonschool.co.uk
Headteacher – Mr Dennis

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Sheffield Admissions Website

The Pupil Admissions Team has its own website. A copy of this booklet can be found on the site with links to other relevant sites. A full and detailed copy of Sheffield's co-ordinated admission scheme can also be found on the website. The website also has details about the Admission team, catchment areas and copies of application forms. The website address is; www.sheffield.gov.uk/pupiladmissions

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School Terms and Holidays 2020-2021

Please refer to the Council's website for details of term dates and school holiday.

www.sheffield.gov.uk/home/schools-childcare/school-information-term-dates

Please note that each school organises 5 training and development days which are determined by the school. For information on specific training days you should contact the individual school.

Complaints

If you are unhappy with the service you have received and would like to make a complaint, you should put your concerns in writing to the Principal Admissions Officer at the address given on page 84. This procedure should not be confused with the appeal process described on page 23 which allows you to appeal for a different school to the one you have been allocated.

If you wish to complain against the process followed by Sheffield Local Authority, contact:

Local Government Ombudsman
PO Box 4771
Coventry CV4 0GH

Tel: 0300 061 0614
Website: www.lgo.org.uk

School Transport Entitlement for Secondary Schools

This section of the booklet describes the Children, Young People and Families responsibility with regards to Home to School Transport for "Eligible children". Before applying for free transport you are advised to read this section.

How to Apply for Free Transport

To apply for a Zero Fare bus pass, contact the Customer First Team on 0114 273 4567. You will be sent an application form. You must return the completed form to the following address:

Customer Services
Floor 2, Howden House
Union Street
Sheffield S1 2SH

If your child meets the criteria for transport the Authority will provide a bus pass enabling your child to travel free of charge to and from school on public transport.

Please note that Sheffield Authority does not have a statutory duty to provide transport for children who do not meet the criteria.

Please note that misuse of the bus pass or inappropriate behaviour on the bus, may result in the withdrawal of the pass. Pupils attending a Sheffield school but who live outside the Sheffield boundary must apply to their Home Authority.

Before applying for free transport you are advised to read the following information about Sheffield's Transport policy.

General Entitlement to Free Transport

The Authority will make provision for free home to school transport in certain circumstances for children of compulsory school age, irrespective of income. Parents and Carers may apply for places at any school and will be offered a place if there is availability. Normally if a place is taken up outside the catchment area the child would not be eligible for free transport.

Statutory eligibility criteria for free home to school transport:

- Your child is under 8 years old, attends their catchment area or nearest suitable school and lives more than two miles from the school by the most direct walking distance, accompanied as necessary.
- Your child is 8 years old or over attends their catchment area or nearest suitable school and lives more than three miles from the school by the most direct walking distance, accompanied as necessary.
- The Authority must also make free transport available for children who live within the statutory walking distances of their nearest qualifying school but the nature of the route is such that the child cannot reasonably be expected to walk (accompanied as necessary) in reasonable safety.

The Authority's Road Safety Team may be requested to undertake an assessment of a specific journey. In doing so it will consider any proposed journey under nationally approved criteria Factors taken into account will include:

- The age of the child
- Whether any potential risk could be mitigated against if the child was accompanied.
- The width of any road travelled on and the existence of pavements

- The volume and speed of traffic
- The existence or otherwise of street lighting

Secondary Schools

Children entitled to free school meals

If your child is entitled to free school meals and will be attending a secondary school which is one of three nearest schools which is over 2 miles and under 6 miles from your home, you will receive a letter explaining how to apply for free home to school transport following the National Offer Day (1 March or nearest working day).

If your child is entitled to free school meals and will be attending their nearest school on the grounds of your religion or belief, which is over 2 miles and under 15 miles from your home, your child is eligible for a free bus pass.

Parents who are on their maximum level of Working Tax Credit need to:

- Be in receipt of their maximum Working Tax Credit (this has to be at the date of allocation for secondary school ie, 1 March or nearest working day)
- Be attending one of three nearest Secondary schools that are over 2 miles and under 6 miles from your home; or

If the school your child is attending is on the grounds of religion or belief the check will be on whether the school is the nearest school up to 15 miles from your home.

If you meet both criteria you will qualify for a zero fare bus pass to enable your child to travel to and from school free of charge on public transport.

All other parents

If you think your child is eligible for free transport you should telephone Customer

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First Team on 0114 273 4567 to request an application form, or call into First point at Howden House. Once the form is completed return it as described above under "How to Apply for Free Transport".

Pupils With Special Educational Needs

Parents who have a child with an Education Health Care Plan or a statement of special education needs may also apply for free travel assistance. The Special Educational Needs Section will consider requests for pupils whom have an Education Health Care Plan or a statement of Special Educational Needs.

If travel assistance is approved and named in the child's statement, a zero fare bus pass will be provided for pupils able to travel on public transport. In other cases a taxi or minibus may be provided.

Home to School Transport Appeals Process

The following two stage home to school transport review/appeals process will be implemented for applicants who do not meet the statutory eligibility criteria and have been refused assistance with transport to a school.

The parent/carer who wishes to challenge a decision about the transport arrangements offered to their child, including questions of their child's eligibility for travel support, the distance measurement and the safety of the route, will be entitled to seek a review of and, if necessary, an appeal to the Admissions Committee against the decision.

Stage one:

Once a decision has been made to refuse Home to School Transport, a parent/carer will receive a letter from Customer First informing them that:

They have **20 working days** from receipt of the local authority's home to school transport decision, to make a written

request asking for a review of that decision.

The written request should detail why the parent/carer believes the decision should be reviewed and give details of any personal and/or family circumstances the parent believes should be considered when the decision is reviewed.

Within **20 working days** of receipt of the parent's written request, a senior officer will review the original decision and send the parent a detailed written outcome setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. How the review was conducted (including the standard followed e.g. consideration of eligibility criteria, qualifying schools, Road Safety etc. if appropriate);
4. Information about other departments and/or agencies if they were consulted as part of the process (if appropriate);
5. The rationale for the decision reached;
6. Information regarding further escalation of the appeals process to stage two (if appropriate).

Stage two:

The parent/carer has 20 working days from receipt of the local authority's Stage one decision to make a written request to escalate the matter to stage two where an Admissions Committee will meet and consider the individual circumstances. The parent/carer should submit detailed reasons for the appeal, together with any supporting information/documents.

The Terms of Reference for the Admissions Committee is set out in the Council's Constitution. The Committee have delegated authority to determine appeals against decisions to refuse transport. This means that the Committee

has discretion to consider any case that does not fall within the Council's Home to School Transport Policy. The Committee is experienced with regard to school transport legislation guidance.

Within **40 working days** of receipt of a request for escalation, the Committee will consider representations from the parent and Local Authority officers. The appeal will be determined on the basis of the written material submitted.

Before reaching their decision the Committee will look at all the available information and documentary evidence and reach a considered view in light of their discretion. The Committee will consider whether there are any exceptional educational, financial, medical, physical, family or social circumstances. The Committee will also consider the reasons for choosing a particular school.

Once a decision has been reached the parent/carer will receive a detailed written outcome of the appeal setting out:

1. The nature of the decision reached;
2. What factors were considered;
3. The rationale for the decision reached;
4. How the review was conducted (including consideration of eligibility criteria qualifying schools, road safety assessments etc, if appropriate);
5. The guidelines and standards followed (including statutory duties, DFE guidelines, road safety assessments);
6. Information about other departments and/or agencies that were consulted as part of the process (if appropriate);
7. If refused, information about escalation to the Local Government Ombudsman (see below).

Complaint to the Local Government Ombudsman/Judicial Review

The decision of the Committee is final and there is no further appeal, unless there have been significant and material changes in the parent's circumstances that require a new decision about their application, e.g. medical reasons or they have moved house.

Where an appeal is unsuccessful at Stage two, appellants will be notified that they have the right of complaint to the Local Government Ombudsman, only where complainants consider that there was a failure to comply with the procedural rules or if there are any other irregularities in

the way the appeal was handled.

If the complainant considers the decision of the Admission Committee to be flawed on public law grounds, the complainant may also apply for judicial review.

This document will be published on the Sheffield City Council's website and paper copies will be provided with refusal letters.

Special Educational Needs (SEN) Section

Most children with special educational needs are educated in mainstream schools. A small minority of children have more complex needs.

The SEN Section works with schools and families to ensure that all children with SEN are identified and supported appropriately. The SEN Section allocates Special School and Integrated Resource Unit placements.

The SEN service deals specifically with those children who have an Education Health Care Plan or Statements and are moving from Primary to Secondary School, Infant to Junior School and Nursery to Primary School.

The SEN Team aims to liaise closely with

parents, schools and relevant support services and agencies to ensure that the transition process for pupils with an Education Health Care Plan or with a Statement is managed as smoothly as possible.

For further information contact the Transitions Team on (0114) 273 6394.

Secondary Admissions In Sheffield – Contact Details

The Admissions team is based at Moorfoot.

Contact us:



Secondary Admissions

Floor 5, West Wing
Moorfoot
Sheffield S1 4PL



Tel: 0114 273 5790



ed-admissions
@sheffield.gov.uk

Our office hours are:

Monday – Thursday 9.00am – 5.00pm

Friday 9.00am – 4.45pm
(Except bank holidays).

Addresses of Neighbouring Authorities

Rotherham

Jon Stonehouse
Strategic Director

School Planning, Admissions and
Appeals,
Riverside House
Main Street
Rotherham S60 1AE

Tel: 01709 823777

E-mail:
admissions.enquiries@rotherham.gov.uk

Derbyshire

Jane Parfremment
Director of Children's Services

Admissions and Transport Team
Derbyshire County Council
School Road
Chesterfield
Derbyshire S41 8LJ

Tel: 01629 537479

E-mail:
admissions.transport@derbyshire.gov.uk

Barnsley

Ms Rachel Dickinson
Executive Director

People Directorate
Schools Admissions
PO Box 634
Barnsley S70 9GG

Tel: 01226 773689/773588/
773677/773670

E-mail:
admissions@barnsley.gov.uk

web:
www.barnsley.gov.uk/schooladmissions

Doncaster

Learning Provision Organisation Service

Doncaster Council
Floor 3
Civic Office
Waterdale
Doncaster DN1 3BU

Tel: 01302 737204

E-mail: admissions@doncaster.gov.uk
web: www.doncaster.gov.uk

This document can be supplied in alternative formats,
please contact - tel: 0114 273 5790

Sheffield City Council
Secondary Admissions
ed-admissions@sheffield.gov.uk

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